San Bernardino County Sheriff's Department Detention and Corrections Bureau

Public Information Plan



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Attachments

- Individual/Family service and education programs. California code of regulations, title 15.



Introduction





This Public Information Plan is intended to help you interact effectively with San Bernardino County Sheriff's Department detention centers and staff.

The following pages contain information about our detention policies and programs. You will find information about how you can communicate, visit, and learn about the programs and resources available to inmates and their families.

Should you have additional questions, please feel free to call the information line to any of our facilities.





Overview of the San Bernardino County Detention Centers

The Sheriff of San Bernardino County has a legal obligation to care for persons held in county custody. To fulfill that obligation, the Sheriff operates a system of four Type II detention facilities throughout the county, with a combined average daily population exceeding 6,000.





In addition to booking, classifying, housing, and releasing approximately 100,000 inmates per year, San Bernardino County detention centers staff provides a wide array of quality services including health care, mental health care, dietary needs, counseling, recreation, religious education and job training services.



Virtually every aspect of detention operations is subject to careful oversight. The California Corrections Standards Authority (CSA) sets the standards for operations of local detention facilities. Regular CSA inspections are conducted to ensure compliance with those standards. Additional oversight is provided by the San Bernardino County Grand Jury, state and local Fire Marshals, Environmental Health, and the Sheriff's Administrative Support Unit. Together they ensure a high degree of confidence that local detention facilities are being operated safely and according to established guidelines.

When a Person is Booked into a County Detention Center



When arrested individuals arrive at the jail facility, they go through the intake process before being housed. This process usually takes several hours and includes a medical screening, booking process, and classification interview.

Immediately upon arrival at the jail, the inmate is screened for any medical conditions that need immediate treatment. A nurse conducts a private interview to make sure the inmate is not injured or in need of immediate medical treatment.

During the booking process all inmates are searched to make sure that no contraband is being brought into the facility. They are photographed and fingerprinted. Their personal information and charges are entered into the computer system, bail is calculated, and a court date is set.

Some inmates may be eligible for release on their own recognizance shortly after booking. These inmates are automatically screened and processed if eligible.

Most inmates are eligible for bail, and have access to telephones to arrange bail through friends, family, or bail agents. A list of bail agents is available to the inmates in each



facility. When it is determined that inmates will not be released on their own recognizance or make bail, they are given a classification interview and their housing criteria are determined. Intoxicated inmates will be held until they are sober enough to be safely processed.

Classification and Custody Level

The classification staff considers a number of objective risk factors in determining the custody level of an inmate. These factors, such as violence, criminal history, previous escapes, and institutional behavior problems establish the relative degree of risk posed by the inmate.



Although the classification system is reliable, situations may arise justifying an override of the inmates' custody level. The classification staff is authorized to recommend such overrides where appropriate. Inmates concerned about their classification may submit a request slip to a classification deputy.

Several events may cause the reclassification of an inmate: Addition of new charges, reduction of charges, sentencing, and serious disciplinary actions.

While in custody, inmates will be interviewed by a variety of professional staff members. Depending on need, correctional counselors, psychiatrists, drug and alcohol treatment specialists, chaplains, educators and health services staff may determine the services and programming appropriate for inmates.



Orientation

All inmates get an introduction to their assigned facility by reading an orientation handout that explains the basic facility rules and procedures. At some facilities an inmate orientation video is played throughout the day in the housing areas.

Inmates also have access to posted rules and information which provide guidelines for inmate behavior, as well as informing them about health services, visiting, mail, contraband, security violations, inmate grooming, telephone calls, inmate grievance procedures, and religious programs.

Prison Rape Elimination Act (PREA)

The Sheriff's Department strives to ensure that all of our detention facilities protect inmates from all forms of sexual assault, including harassment, by staff and other inmates.

Inmates may report sexual misconduct to any staff member, through face to face contact, an inmate request slip, inmate grievance form, or the 24hr Jail Crisis hotline (from the inmate housing telephone dial *9090#.)

Inmates with disabilities

The San Bernardino County Sheriff's Department accommodates individuals with disabilities in detention centers. TDD devices are available for hearing impaired inmates and some phones are equipped with volume-enhanced features.



Inmates may be allowed to retain glasses, dentures, or other prosthetic devices. After screening by health services staff, approval may be granted for mobility aides such as canes, crutches, and wheelchairs. After consultation with the inmate, health services staff may also recommend specialized housing, bunk assignments and medical care in order to meet the inmates' specific needs. Inmates may request accommodations for a disability during the intake medical screening, the medical interview, or any other time by submitting an inmate request slip, which can be obtained from any control room or staff member on the facility.

Access to courts and counsel

Inmates are entitled to confidential correspondence and consultation with the courts and legal counsel. They can also request a hearing in court by using an inmate request form. Attorneys and other professionals of record can visit an inmate by presenting photo identification and a professional card. The visit is limited to a reasonable length of time, which is determined in part by facility operations and needs. Foreign nationals are entitled to visits from their country's consular office.

Attorneys and government representatives should call in advance to reserve interview times prior to their arrival. Please be aware that all briefcases, parcels and vehicles entering the facility are subject to search by security staff.

In addition to confidential correspondence, inmates have access to unlimited collect telephone calls to their attorney during tier time.



Inmate property

Booking officers are required to inventory the arrestee's personal property and heat seal it into a bag. Inmate's personal property and clothing are stored together.

The inmate is able to view the inventory and sign the inventory list. After the inmate's cash has been accepted, it is placed in an account available for the inmate for commissary and other purposes. Any unused funds are returned to the inmate upon discharge from the facility.

Prior to being sent to a cell/dorm, inmates are required to exchange their personal clothing for facility clothing. The personal clothing is bagged and stored securely until inmates are released. No bulk property (backpacks, sleeping bags, bicycles, etc.) is accepted at the facility. Questions concerning the location of such property should be directed to the arresting agency.

Inmates may release money or property to a family member. Ask a staff member for a Property/Money Release Form.



Inmates receive basic hygiene items, which cost a nominal fee, when first entering Sheriff's custody. If the inmate has no money in his account, he can continue purchasing hygiene items. This charge will deducted from his account when money is placed on his books. The inmate may choose to purchase additional items through the facility commissary.

Inmate Accounts and Commissary

When an individual is booked into the facility, an account is opened to safeguard that person's money as long as the inmate remains in custody. While in custody, the inmate can use the account to make purchases from the commissary, make medical copayments, ID Card replacements and in the case of indigent inmates, purchase predetermined basic items regardless of their balance, thereby accruing a negative balance. Some food and snack items, pre-paid telephone time, toiletry articles, writing materials, and postage are available. Although the Sheriff's Department provides for all basic nutrition and hygiene needs, permitting inmates to purchase items from the commissary allows a level of variety not otherwise available to them.

In order to allow inmates continued access to commissary during their incarceration, funds may be added to their accounts at any time. Cash deposits are preferred, and may be made to an inmate's account at the Sheriff's detention center where the inmate is housed. Certain checks may also be used to make deposit to an inmate's account. This may be accomplished with a cashier's check from a United States bank, money order or Western Union or web deposit at www.sbpackages.com. Please note that personal checks and multiple party checks are not accepted. The inmate is limited to spending a maximum of \$100.00 per week on commissary items and \$40 on phone time.



There is no limit of money that can be placed on the inmate's books.

Cashier's checks and money orders may be deposited to the inmate's account through the mail. Cash will not be accepted via mail. There is a waiting period of up to five working days for a check to clear, after which time the funds will be available for use. All unused funds, as well as all items stored in property, will be returned to the inmate at the time of release from custody.

Telephones

California Penal Code Section 851.5 establishes the right for an arrested person to make at least five free local telephone calls upon being booked. Inmates are allowed to call an attorney, a bail bond agent, and a relative or other personal contact.

In addition to any telephone access provided by the arresting agency the intake holding areas of the facility are equipped with phones providing free local calls. Long distance calls may be made "collect". Depending on the facility, additional free phones may be available during the booking process.

After completing the booking process, inmates remaining in custody will be assigned to a housing module; telephones are available in common areas or "dayrooms". Under normal conditions inmates have access to phones several hours each day.



Telephones are not available during certain activities such as meals, medication distribution, temporary lockdowns, etc. Telephone access may also be restricted for disciplinary reasons against an individual inmate or an entire housing module.

Situations may sometimes arise

in which an inmate will use a telephone to threaten or harass victims, witnesses or other individuals. If you become a victim of this behavior please contact the facility in which the inmate is housed. You may also have your phone blocked from receiving jail originated calls by contacting Global Telink at 1-877-856-3184 or visit their website at www.gtl.net.

Inmates cannot receive incoming phone calls, messages or e-mails. In the event of an emergency, please contact the facility where the inmate is housed and ask to speak to a shift supervisor. He or she will determine if the notification to the inmate as appropriate.

Mail

Writing letters can be an important and inexpensive way to have a close relationship with someone who is incarcerated. Inmates may purchase pre-stamped envelopes and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of pre-stamped envelopes. All mail entering and leaving the facility is searched for contraband and the writing will be scanned for security issues. In the case of "legal" mail between the inmate and state or federal courts, members of the State Bar, holders of public office, and the Corrections Standards Authority. This correspondence is checked for contraband but not read or scanned.

Envelopes must be addressed as in this example:

Letter Facsimile

Sender's name	
Return address	
	Inmate's first & last name, booking #
	Facility name
	Facility address
	·

Facility Mailing Addresses:

Adelanto Detention Center 9438 Commerce Way Adelanto, CA 92301 Public# (760) 530-9300 Central Detention Center 630 E. Rialto Avenue San Bernardino, CA 92408 Public# (909) 386-0969

Glen Helen Rehabilitation Center 18000 Institution Road Devore, CA 92407 Public# (909) 473-2699 West Valley Detention Center 9500 Etiwanda Avenue Rancho Cucamonga, CA 91739 Public# (909) 350-2476

Remember, staff will review anything sent into the facility. Photos may be sent with letters; however, photos depicting any nudity or gang affiliation will not be forwarded to the inmate. Unacceptable items include, but are not limited to, writing paper, envelopes, stamps, lipstick, perfume, cologne, powder, kissed impressions, white-out, white-out tape, crayon, marker, paint, glue, tape, glitter, stickers, gang related letters, stained or dirty letters or envelopes, metal or plastic, hard cover books, food items, gum, or any other contraband.

Visiting Information

All visits are scheduled by phone and must be made one day prior to the visitation date. No unscheduled visits will be permitted. Inmates may have only one visit per day with up to six visitors (including children). Visitors must check in fifteen minutes prior to their scheduled visitation. Late arrivals will not be admitted. Visitation dates and times vary among facilities and housing units. Inmates with special classifications have a different set of guidelines. Please call for this information.



ALL visitors 18 years and older must have a valid government issued ID card, such as: DMV ID or driver's license; county, city or state ID card; military ID; valid passport; or consulate card.

To schedule an appointment, visitors will be required to provide the following information for each visitor.

- Inmate's name and booking number
- Visitor's name and relationship to the inmate

Visitation appointment phone number: (909) 887-0364

If the inmate's booking number is not known, the visitor may call the Sheriff's public information number to obtain it. **Public information number:** (909) 350-2476

Additional information is available on the Sheriff's Department web site:

http://www.co.san-bernardino.ca.us/sheriff/

Visiting a San Bernardino County Jail Facility

Some inmates may have their visits restricted or eliminated as a result of classification or discipline. Examples: medical isolation, PC segregation, high security or discipline.

There is no expectation of privacy in a jail facility. Visitors may be monitored or recorded.

Visits are also subject to cancellation without notice at anytime for facility emergencies, lockdown, or other major disturbances.

Penal Code 4571 states, in part, "Every person who, having been previously convicted of a felony and confined in any state prison in this state ... comes upon the grounds...of any jail without the permission of the officer in charge is guilty of a felony." Exception: Permission to visit may be granted to an inmate's family member as long as the member meets all other facility visitor requirements. Anyone that has been convicted of a felony may visit only with the permission of the facility executive officer or the watch commander.

Disabled access visiting areas are available as needed.

Personal property (bags, purses, cigarettes, etc.) is prohibited in the visiting area.

Special visits may be granted to bail agent, or legal assistants to inmates who have been granted "Pro Per" status by the court.

Library books, periodicals, and newspapers

Each of the Sheriff's Department's large jails maintains a library for inmate use. Staff will deliver/exchange library books to inmates on a regular basis. Inmates have access to a variety of books including legal reference materials. Books or magazines mailed or delivered to a Sheriff's detention facility by the general public will not be accepted. Books or magazines may be mailed to an inmate under the following conditions:



- 1. They must have soft covers. No hard cover books will be accepted.
- 2. The inmate must have a subscription for the item.
- 3. Facility approved books or magazines must be mailed directly from the publisher or bookseller.

Newspapers are delivered daily to each housing unit in English and in Spanish.

Inmate voting

Incarcerated inmates may vote in local, state, and federal elections if:

- The inmate is at least 18 years old at the time of the election;
- The inmate is not serving time in state prison or county jail for a felony conviction;
- The inmate is not on parole or probation as a result of a felony conviction:
- The inmate is a citizen of the United States.

Inmates that are eligible to vote can do so by absentee ballot. An application for an absentee ballot is contained on the back of the sample ballot sent to each registered voter. Inmates may have the sample ballots mailed to them from home. Voter registration forms are available at each facility.

Registrar of Voters 777 E. Rialto Ave. San Bernardino, CA 92415

Inmates must include their name, date of birth and home address. Also, specify what election they wish to vote in and what address they wish their absentee ballot sent to.

Exercise and Recreation

Inmates receive a minimum of three hours of outside recreation in a seven day period; and more when possible.

Televisions are available in most non-discipline housing areas.

A variety of table games are available to inmates including checkers, chess, dominos and playing cards.





Religious Services

The Department does not promote one religion over another, and shall not persuade inmates to accept one set of religious beliefs over another. Inmates shall be afforded reasonable opportunities to practice their religion. Inmates shall have the opportunity to participate in religious services and to receive religious counseling. Written schedules indicating times and types of religious services and studies are posted in all housing locations. Inmates may attend services either in person or via television transmission depending on their housing location.

Inmates may submit a "religious request slip" to the housing unit staff to request specific religious rituals, to participate in services not regularly scheduled or commonly requested, or to request to see a chaplain

Inmates may request to see a chaplain by submitting a "religious request slip" to the housing unit staff.

Inmate Grievances

The inmate grievance policy is a process through which inmates may seek formal review of an issue relative to conditions of confinement. This means if an inmate feels he is not being treated properly, or a condition exists that presents a health hazard, he can voice his complaint and receive a response from a department supervisor. An inmate has ten calendar days from the time of the alleged incident to file a grievance. Obscene or abusive grievances will not be accepted.

Inmate grievance forms are available in the housing units. The inmate submits the completed form to a staff member or places it in a "grievance box". An inmate may only submit a grievance form directly to a supervisor when the inmate feels that the grievance is of a sensitive nature. The supervisor will determine if the grievance is of a sensitive nature and may return the grievance to the inmate to be given to a subordinate staff member.

Upon receipt of an inmate grievance form, the staff member will assign it a grievance number. Grievances should be resolved at the lowest possible level. If a staff member can resolve the grievance, the resolution will be documented on a grievance investigation form. The completed investigation form, along with the original grievance form, will be forwarded to the shift supervisor for review. If the grievance has not been resolved, it will be forwarded to an appropriate staff member for investigation.

Upon final resolution of the grievance, the inmate will be advised of the findings and receive a copy of the grievance investigation form. The original form will be filed with the inmate's custody records.

Inmates who are not satisfied with the outcome may file an appeal. The first level of appeal will be assigned to a lieutenant, or his designee. Appeals not resolved at the first level may be appealed to the facility commander. The facility commander will be the final authority for the disposition of the grievance.

Mental Health and Health Services

The Sheriff's Department Health Services Division is a managed health delivery system with the mission of ensuring the delivery of comprehensive health care services to individuals who are detained in custody. The Sheriff's Department employs a partnership of staff and contract health professionals to provide health and mental health services on and off-site. Physicians, psychiatrists, dentists, registered nurses, licensed vocational nurses, social workers, mental health clinicians, medical records staff, clerks and an administrator comprise medical services staff.





Registered nurses screen every inmate before they are accepted into the jail system. Any inmate may seek health care by completing a "health services request slip". Within 24 hours a registered nurse will evaluate and treat the inmate with appropriate medical care, referrals, medication, and follow up. A \$3.00 co-payment is charged against the inmate's account. If funds unavailable in the inmate's account, the fee will be shown as a negative balance and will automatically be deducted when funds are available. Inmates are never denied medical treatment due to lack of funds.

Special procedures are in place to provide medical services to inmates with special i.e., HIV, personal medical needs medications, drug/alcohol dependence or withdrawals, court ordered doctor visits, methadone, deformities or learning disabilities. Family members may contact the health services staff at the appropriate jail facility to discuss with them any special medical needs their in-custody family member may have.

Inmate Rules and Discipline

Maintaining discipline among the inmates housed within the Sheriff's detention facilities is critical to the safety of staff and inmates. Written rules and disciplinary penalties have been established to guide inmate behavior. Rule violations include:

OFFENSES AGAINST PERSONS

Take a hostage

Battery on employee or fellow inmate

Forced sexual penetration or assault

Robbery / Extortion

Mutual combat

Assault with a deadly weapon

Attempt murder

OFFENSES AGAINST INSTITUTIONAL TRANQUILITY

Party to strike or major disturbance

Attempt escape

Escape

Altering ID

Count violation

Possession of a file, saw blades, tools

Challenge to fight employee

Cursing an employee

Using offensive gestures towards staff

Refusing to obey a direct order

Lying to staff

Possession and/or use of narcotics

Other drug related activity

Drunkenness

Manufacture and/or possession of home brew

Consenting mutual sexual behavior

Telephone violations (fraudulent or unauthorized use)

Gambling

Interfering with gates/ doors

False emergency calls

Misc. rules violations that disrupt

Involved in any misdemeanor not previously addressed

Involved in any felony not previously addressed

Grievance system abuse

Other crimes

OFFENSES AGAINST PROPERTY

Destruction of county property

Arson (with fire damage)

Breakage: glass, etc.

Destroying jail issued clothing, utensils, or bedding items

Equipment sabotage or unauthorized use of or tampering with equipment

Malicious mischief – minor

Food tampering Theft of food

Hoarding food

Contraband: possession of money, excess or restricted property, medication

Contraband: violation of property privileges

Contraband: medication

Cooking in cells

Possession of tobacco, matches; smoking

Smuggling of tobacco products Petty theft (other than food)

Smuggling

Kiting messages or letters

ADMINISTRATIVE OFFENSES

Tattooing

Business dealing between inmates

Cell jumping / unauthorized communications

Tank / section jumping

Loss of ID card

Accumulation of minor violations

Inmate worker violation: AWOL from work Inmate worker violation: alcohol impairment Inmate worker violation: poor work habits Inmate worker violation: refusing to work

Work release failure

SECURITY VIOLATIONS

Weapons fashioning / possession

Outside assigned area without authorization / roaming

Rifling through desk or documents

Loss of checked out tool

Inmate Discipline Procedures

Procedures involving inmate discipline vary depending on the severity of the violation. Minor rule violations may be handled informally by any staff member by counseling the inmate about the violation and expected behavior. In addition, temporary loss of privileges such as access to television, telephones, or commissary may be imposed.

Major rule violations affect the safety, security, and operation of the facility. A staff member will prepare a written report documenting the violation of facility rules. The inmate's housing location may be changed pending his discipline hearing. Disciplinary hearings are generally held 24–72 hours after the inmate has been advised of his offense. Inmates have the right to be present at the discipline hearing (unless facility security is jeopardized) and to make a statement, and present witnesses or evidence. Disciplinary punishment may include removal from work detail, loss of privileges, forfeiture of good and work credits, discipline isolation housing, and disciplinary diet.

Limitations on disciplinary actions

The Penal Code, and US and state Constitutions expressly prohibit all cruel and unusual punishment. Additional limitations apply:

- No inmate shall exercise the right of punishment over another inmate.
- Safety cells will not be used for discipline purposes.
- Implements needed to maintain an acceptable personal hygiene level will not be withheld.
- Access to courts and legal counsel will not be suspended as a disciplinary measure.
- Thirty days is generally the maximum length of time an inmate may be housed in discipline isolation.
- Restraint devices will not be used for disciplinary purposes.
- Mass discipline is not allowed. Discipline will always be specific to an inmate, or group of inmates for specific rule violations.
- Inmate bedding or clothing will not be withheld except where destruction of bedding or clothing has occurred.

Family Services

2-1-1 is a toll-free phone number that provides information and referrals for health and social services. Dial 2-1-1 or (888) 435-7565 or search the 2-1-1 database at www.211sb.com for information on:

- Shelter and Housing
- Clothing
- Food and Water
- Childcare
- Animal Assistance (shelter, care, etc.)
- Health Care
- Government Resources
- Transportation
- Donation and Volunteer information

INMATE PROGRAMS

The San Bernardino County Sheriff's department, working in conjunction with Chaffey Joint Union High School District and San Bernardino County Superintendent of Schools has an interagency partnership that is dedicated to the education of inmates. The INROADS program (Inmate Rehabilitation through Occupational and Academic Development Systems) provides viable and resourceful programs and services to inmates. Inmates are enrolled in academic, vocational and crisis intervention classes essential to facilitate their rehabilitation during incarceration and upon release.

INROADS Classes

Vocational testing – Every inmate participating in the INROADS program will be assessed using the following: *Career Orientation Placement and Evaluation Survey (COPES), Career Ability Placement Survey (CAPS), and Interest Inventory (COPS).* All assessments are scored, interpreted and discussed with inmates.

ABLE testing- *Adult basic Learning Examination*(*ABLE*) is a battery of tests used to measure the level of educational achievement among adults.

ABE: teaches the basic skills of Adult Basic Education and General Education Development content areas-writing, arts, literature, mathematics, social science and science.

Anger Management: teaches basic origins of human anger and examine the negative effects of anger and how to re-direct anger in a positive way.

Thinking for a Change: Inmates learn to identify and change thinking errors through group interaction.

ESL: increases the overall efficiency in reading, writing, speaking and listening in English for students with limited skills. (GHRC, CDC)

GED: General Education Development, the Primary purpose of this course is to prepare students who have not earned a high school diploma or a GED certificate to take and pass the GED examination. (Exam is offered at ADC, CDC, GHRC, and WVDC on a monthly basis for those inmates that qualify.)

Literacy Class: Class is designed to help students increase their reading and writing levels. Students are assessed before and after class to establish progress.

Living Skills: increases students' ability to meet their basic needs upon release from custody through social skills and public services.

Maternal Intervention Program: Assists incarcerated mothers in transitioning back into the community and reunite with their children.

Parenting: increases basic parenting skills through the exploration of current parenting practices and how these practices are developed. (GHRC)

Pre-release: hands on course facilitated by the County of San Bernardino Department of Workforce Development provides motivation, goals setting and job search assistance.

Substance Abuse: enhances inmate's knowledge of the cycle of addiction and how the relationship with drugs and/or alcohol has impacted their lives. (ADC, CDC, GHRC, WVDC)

Trauma Recovery Group: assists individuals who have experienced traumatic situations in their lives and help develop safe coping strategies.

ROP Program Vocational Training

- □ **Bakery Occupations**: prepare students in all aspects of commercial baking. Skills will be acquired in using recipes and baking ingredients to prepare breads and pastries for distribution and sales.
- □ Culinary Arts: provide instruction in general sanitation and safety, menu planning, cooking techniques, inventory control, the safe and proper use of kitchen tools and appliances, food preparation, service cashiering, and bussing. Instruction prepares students to take the Food handler's Certification exam.
- □ **Custodial Occupations**: provide training for entry-level positions as a custodian. Instruction includes safety practices, appropriates use of specialized chemicals and equipment, and sanitation procedures.
- □ Landscape Maintenance and Design: provide classroom and on-the-job experience in landscape planning, design, construction and maintenance. Students will receive instruction on the installation of turf, scrubs, trees and flowers, and acquire knowledge of soil, fertilizers, pesticides, herbicides and irrigation systems.
- □ Introduction to Computers: provides basic skills in computer operation.

Voluntary On-Site Programs

- □ **Alcoholics Anonymous and Narcotics Anonymous Meetings:** Volunteer panels conduct meetings at the jail facilities for those interested inmates.
- □ **Batterer's Treatment Program:** A short term educational program to allow inmates being held on Domestic Violence charges to understand how the Court mandated referral to Batterer's Treatment Programs operate. Inmates that complete receive one week's credit toward 52 weeks.

- □ Individual and Group Counseling
- □ **Religious Services:** The San Bernardino County Sheriff's Department provides religious services to all inmates utilizing four in-house Chaplains and 175 volunteers from various religions.
- □ PACC: (Parent and Child Connection). Reading program designed to strengthen parent-child relations through positive communication. Inmates choose from a big selection of Children's books and record their reading under the supervision of custody staff. Both the book and the tape are mailed to the child at home. (ADC, CDC, GHRC, WVDC)
- □ **T.A.L.K:** (Teaching And Loving Kids) Enhances quality parenting skills by offering hands-on experience through weekly, two hour contact visit with inmate's children.
- □ **Gift-A-Quilt program** Partnership between Bonnes Meres Auxiliary of Children's Fund and the San Bernardino County Sheriff's Dept. to provide quilts to needy and at risk children in the county's public system. Quilts are made by female inmates participating in the INROADS program.
- □ **VETERAN's Program:** Program helps veteran's finds jobs and obtain needed resources to assist in reintegration into the mainstream of society.
- □ **HIV and AIDS Education:** is taught by Public Health Educators. Testing for all STDs is done on site with focus on prevention and intervention.
- □ **Reproductive Health Education:** Coordinated through San Bernardino County Public Health, this program is included in HIV and AIDS education program.
- □ "Let's Talk": Taught by Public Health Educators. A 2 hour workshop for females enrolled in parenting class. The workshop will help parents learn how to share their family's values with their children, and develop and communicate information about healthy human sexuality.

INROADS Resource Fair

Quarterly Resource Fair is offered to inmates in an attempt to provide them with necessary resources, documents, and information that will assist them with employment, housing/shelter, education, counseling, rehabilitation, medical/dental, Child Support, and probation information.

□ **DMV** (The Department of Motor Vehicles) explains the procedures for obtaining a California Identification and Drivers License. DMV provides applications and drivers manuals for those who request them.

- □ **WDD** (The Workforce Development Department) provides information on training and employment.
- □ **DCSS** (The Department of Child Support Services) Child Support Officers meet individually with those inmates who have current child support cases to discuss what is necessary to meet their child support requirements.
- □ ARMC (Arrowhead Regional Medical Center) supplies inmates with applications and information on Medically Indigent Adult program as well as other low cost health services
- □ Assistance League of Redlands Dental Center offers information on dental services available to low income patients in Redlands and adjacent communities who are not covered by dental insurance.
- □ **Education** Local community colleges and adult schools offer inmates information on academic programs, certificate programs, GED classes, and financial assistance programs.
- Sober Living Homes explain the significance of living in sober environments to enable addicts to maintain their sobriety while becoming productive members of society.
- □ **Residential Treatment** inpatient treatment facilities give details of their in-home recovery programs which require clients to receive daily individual and group counseling for their addiction. Interested inmates may be referred and placed on bed waiting list while still incarcerated.
- □ **Probation Department** Probation Officer educates inmates on probationary terms and conditions, the court process, and answers individual inmates concerns regarding his or her own probation.
- □ Counseling Programs like SAC Norton outpatient treatment and Vista Guidance and Recovery Services provide information to inmates who feel they would benefit from counseling services upon release.
- □ **CBO** (**Community Based Organizations**) such as Catholic Charities of San Bernardino and Riverside Counties explain the various assistance programs they offer and case management services they provide. They will assist in areas such as shelter referrals, transportation, employment, counseling, food/clothing, etc.



Community Resources Guide

INROADS Program mjgomez @ sbcsd.org

Disclaimer The San Bernardino County Sheriffs Department INROADS Program has provided this Community Resources Guide to San Bernardino County inmates to provide information regarding services available at a community level to aid their successful re-entry. This booklet is provided as an informational service only and does not constitute and should not be relied upon as an official record of the Sheriffs Department or the INROADS Program. The following content is produced from sources believed to be reliable. SBCSD/INROADS makes no representation, express or implied, that the information in this booklet is complete, timely, or accurate. No warranty expressed or implied is made regarding: accuracy, adequacy, completeness, legality, reliability, merchantability, fitness for a particular purpose, or usefulness of any information. Any elected officials, officers, agents, or employees shall not be held responsible for any

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Probation & Drug Court Locations

San Bernardino County Probation Office Locations

Administration

175 W. 5th St 4th Floor San Bernardino, CA 92410 909-387-5801

Barstow Branch Office

301 East Mountain View Barstow, CA 92311 Phone: 760-256-4737

Central Adult Services

401 North Arrowhead Avenue San Bernardino, CA 92415 Phone: 909-386-1810

Central Adult Services - Treatment

524 North Mountain View Ave. San Bernardino, CA 92415 Phone: 909-388-4170/4171

West Valley Services

8303 North Haven Avenue 2nd Floor Rancho Cucamonga, CA 91730 Phone: 909-945-4000

Joshua Tree Branch Office

6527 White Feather Rd. Joshua Tree, CA 92252 Phone: 760-366-4130

Victorville Branch Office

15505 Civic Dr. Victorville, CA 92392 Phone: 760-243-8269

San Bernardino County Drug Court Locations

Barstow

235 East Mountain View Ave Barstow, CA 92311 760-256-4860

Big Bear

477 Summit Boulevard, P.O. Box 2806 Big Bear Lake, CA 92315 760-866-0156

Central

351 North Arrowhead Ave. San Bernardino, CA 92415-0240 909-387-3994

Fontana

17780 Arrow Highway Fontana, CA 92335 909-356-6401

Joshua Tree

6527 White Feather Road Joshua Tree, CA 92252 760-366-4112

Needles

1111 Bailey Street Needles, CA 92363 760-256-4860

Rancho Cucamonga

8303 North Haven Avenue Rancho Cucamonga, CA 92373 909-945-4144

Redlands

216 Brookside Ave Redlands, CA 92373 909-387-4033

Victorville

14455 Civic Drive Victorville, CA 92392 760-243-8248

Criminal Charges/Custody Letter

To obtain a copy of your criminal history or verification of incarceration you may obtain a copy from the Sheriff's Records Department at the address below or one of the local Sheriff substations in your area.

This document is necessary to prove the date (s) of incarceration to Child Support Services. The records department will charge \$10.00 for each FIVE bookings. Cash or Money order accepted only.

Sheriff's Headquarters Records Department 655 E. 3rd Street San Bernardino, CA 92415 909-888-5916

Records department is open to the public Monday-Thursday 8:00am to 5:00pm

You may obtain a certified copy of a birth, death and marriage certificates directly or by mail from the San Bernardino County Office of Vital Records only if the birth, death or marriage occurred in San Bernardino County.

San Bernardino County Recorder County Clerks Office

222 West Hospitality Lane San Bernardino, CA 92415 909-387-8314 Fee for service Birth, Death and Marriage Certificates.

Other counties within California contact::

California Department of Health Services

Office of Vital Records-M.S. 5103 P.O. Box 997410 Sacramento. CA 95899-7410

916-445-2684

To find court records, birth, death and marriage certificates originating outside of California, look online at: http://www.courtreference.com

Department of Motor Vehicles

Department of Motor Vehicles

Drivers License and Identification Card Application can be obtained at your local DMV office. To apply for an original driver's license you will need the following:

- Visit a DMV office, or make an appointment 800-921-1117.
- Complete and original application form.
- Give a your thumb print.
- Have your picture taken.
- Provide your social security number.
- Verify your date of birth and true full name.
- Pay the application fee .
- Pass a vision test.
- Pass a traffic laws and sign test.
- To schedule a driving test appointment call: 800-777-0133 8am-5pm.

A limited supply of these application forms may be available through the Glen Helen Rehabilitation Center's Inmate Services Unit.

DMV charges a fee, however you may ask the Inmate Services Unit for a discount letter that will enable you to obtain a California ID at a reduced cost to you*.

Current fees as of April 2011:

New drivers license: \$31.00 Replacement license: \$29.00 Name change: \$25.00 Identification only: \$26.00

DMV Online—What can I do?

- •Make an Appointment
- Vehicle Registration Renewal
- •Drivers license renewal
- •Request your own Driving Record
- •Affidavit of Non-Use
- Obtain Forms
- •Register to Vote
- •Pay Traffic Citation
- Notice of Transfer (Vehicles)
- •Vehicle Record Request

Where is my local DMV? I need to visit in person not online.

San Bernardino

1310 N. Waterman

Fontana

16499 Merrill

Redlands

1659 W. Lugonia Ave

Rancho Cucamonga

8678 Archibald Ave

Victorville

14855 Corta Dr

Most DMV offices will be closed on the following days:

- Martin Luther King Jr's Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day Veterans Day
- Thanksgiving Day & Day after
- Christmas Day
- New Years Day

California Low Cost Automobile Insurance CLCA 866-602-8861

This program is administered by the California Automobile Assigned Risk Plan.

The primary goal is to provide affordable auto insurance option to low income good drivers.

Yearly premium per car in San Bernardino County \$264 (liability only) 25% higher for single males 19-24 years old.

Rate quoted as of December 2010

(Not a service of DMV)

Social Security Administration

Social Security Card I-800-772-1213 Toll Free I-800-325-0778 TTY

By calling I-800-772-1213 you can use the automated telephone services to get recorded information and conduct some business any time of day. If you cannot handle your business through the automated services, you can speak to a Social Security representative between 7am and 7pm Monday through Friday. If you are deaf or hard of hearing call the toll-free TTY number I-800-325-0778 between 7am and 7pm Monday through Friday.

To obtain a new or replacement Social Security card you must proved proof of your identity. If born outside of the U.S., you will also need to prove your U.S. citizenship or current lawful, work-authorized immigration status. A limited supply of application forms for a Social Security Card may be available through Inmate Services Unit.

To apply for an original card, you will need to provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status.

If you are not a U.S. citizen or do not have current lawful, work-authorized immigration status, you MUST prove that you have a valid non-work reason for requesting a card.

SSA Online—What can I do?

- Apply for Benefits
- Appeal a decision
- Do you qualify for benefits
- Estimate your future benefits

Where is my local Social Security Administration Office? I need to visit in person not online.

605 N.Arrowhead Suite 101 San Bernardino, CA 92401

10668 Sierra Ave Fontana, CA 92337

1101 E. Holt Ontario, CA 91761

13955 Park Ave Victorville, CA 92392

Most offices are open Monday through Friday 9am to 4:30pm and closed on Federal Holidays

Naturalization Cards

To apply for a Naturalization card you can obtain the N-400 application online at:

www.lmmigration.gov

Click on "Forms and Fees" or order by calling: 800-870-3676

Legal Aid Resources

Legal Aid Society of San Bernardino County Non Profit

588 W. 6th St. San Bernardino M-T-TH 9am & 1st & 3rd Wed 10am 909-889-7328 or 866-889-7328 - Toll Free

www.legalaidofsb.org

This agency provides Free legal assistance to low income or low to moderate income based upon the annual HUD Poverty guidelines. Bring all court documents and proof of legal residence. (CLOSED all court holidays)

Please bring all existing files and orders

SAN BERNARDINO

354 W. Sixth St. San Bernardino Monday / Tuesday / Thursday: at 9:00 a.m. Wednesday Afternoon: Appointment Only 1st Monday Monthly: Walk-In Eligibility Screening at 3:30 p.m. 3rd Wednesday Evening Monthly: Appointments Only

VICTORVILLE 1st & 3rd TUESDAY at 1:30 p.m.

High Desert Activity Center 15411 Village Dr., Victorville (near Mojave & I-15)

CHINO 2nd MONDAY at 1:30 p.m.

Neighborhood Activity Center 5201 "D" St., Chino

JOSHUA TREE 2nd & 4th WEDNESDAY at 11:00 a.m.

Joshua Tree Community Center 6171 Sunburst Ave., Joshua Tree

29 PALMS at the U.S. MARINE CORPS BASE 2nd WEDNESDAY at 11:00 a.m.

Appointments available only for people permitted on the base.

1707 Bourke (on the corner of 8th & Bourke)

Class Room A (Alpha)

Inland Empire Latino Lawyers Association

Eligibility Screening & Appointments
Call 951-369-3009
Walk-Ins First Come, First Served

MONDAYS

Lawrence Hutton Center 660 Colton Ave., Colton Sign-up begins at 1:00 p.m.

WEDNESDAYS

Cesar Chavez Community Center 2060 University Ave., #113, Riverside Sign-up begins at 1:00 p.m.

2nd THURSDAY MONTHLY

De Anza Community Center 1405 S. Fern Ave., Ontario Sign-up begins at 1:00 p.m.

3rd THURSDAY MONTHLY Small Claims Clinic

Cesar Chavez Community Center 2060 University Ave., #113, Riverside Sign-up begins at 1:00 p.m.

LAST SATURDAY MONTHLY

Eric M. Solander Center 7801 Gramercy Place, Riverside By Appointment - Starting at 9:00 a.m.

The Public Service Law Corporation 4129 Main Street Suite 101 Riverside, CA 92501

PSLC provides legal services only in civil cases (not criminal cases). Family law, landlord/tenant & Guardianship/Conservatorship cases.

Free Legal Services for Qualifying Individuals 951-682-7968 or 951-244-2920

Call or walk in to see if you are eligible for services between 9:00 a.m. - 4:00 p.m.

Victims Witness and Restitution

Services for Victims

- Referral to community agencies for counseling.
- Reassurance and support for victims and their families.
- Emergency assistance for short-term needs.
- Special services to victims of sexual assault and domestic violence.
- Crime prevention and information.

California Victims Compensation Program 800-777-9229

Witness Assistance

San Bernardino County: 909-387-6540

- Assistance in making court appearances.
- Orientation to the criminal justice system.
- Witness reception area.
- Notification about the status of a case before, during and after prosecution.
- Cooperation with employers in notification of court appearances.

Barstow	760-256-4810	
Chino	760 465-5253	
Fontana	909-355-5935	
Morongo Basin	760-366-4120	
Ontario	909-395-2713	
San Bernardino	909-387-8309	
Rancho Cucamonga	909-989-0056	
 Victorville	760-243-8600	

Court Ordered Restitution

What is Restitution? Money for losses sustained as the result of being a victim of crime. The Victim's Bill of Right Act in the California Constitution states that, "all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer."

Can the offender ask for a restitution hearing? Yes. If the offender disagrees with the amount of restitution ordered by the judge, he/she can ask for a hearing.

Is restitution a life-long debt? Yes. Restitution does not go away until it is paid in full. Even if an offender moves out of state or files for bankruptcy, the restitution debt remains.

What is the difference between a Restitution Order and a Fine?

A Restitution Order is what the offender must pay to the victim and a fine is what the judge can order the offender to pay society.

What if the offender cannot pay at the time of sentencing? Restitution fines and orders never expire.

Even if the offender cannot pay at the time of sentencing victims may collect at a later date.

Community Resources

Community Action Partnership Of San Bernardino County

Emergency Assistance call:

909-723-1560 8am-5pm M-F

Offers multiple forms of assistance to low income individuals and families:

Food/Clothing
Bus passes
Rental Assistance
Weatherization Assistance
Motel Vouchers
Assistance for the Homeless

Additional Emergency Assistance:

American Red Cross	909-888-1481
Salvation Army, San Bernardino	909-888-1337
Aging and Adult Protective Svc	877-565-2020
Inland Empire United Way	909-980-1994

SNAP

Supplemental Nutrition Assistance Program

Previously known as the Food Stamp Program

SNAP is a nutritional assistance program designed to help single people and families with little or no income to buy food. Benefits are issued on an EBT Card that is used just like a bank card at most local food stores. This is a Federal State funded program that is administered by local county offices.

You can apply online at the C4Yourself [®] website. It is an online application system that allows you to apply for and check on your benefits. It is a secured site and all your information will be private and safe.

Visit: www.c4yourself.com or for additional information call: 1-877-847-3663 Toll Free

Applications can be submitted at any San Bernardino County Transitional Assistance office. List provided in this publication.

Community Food Banks & Faith Based Organizations offering a variety of programs for the community.

WIC (Women, Infants, Children) www.sbcounty.gov/wic	800-472-2321
Meals on Wheels (age 60+) www.mealcall.org	909-891-3930
Abundant Living Family Church www.abundantfamily.org	909-476-0300
Beta Center Hunger Program www.betacenter.org	909-622-7278
Cornerstone Compassion Center www.cornerstonecompassion.org	909-888-1729
Community Services Department	909-723-1581
Echoes of Faith www.go2eof.com	909-627-0927
Family Services Association	909-793-2673
God Always Provides	909-945-1020
Helping Hands	909-460-0984
Ontario Christian Center www.ontariochristiancenter.org	909-983-5269
Temple Missionary Baptist	909-888-2038
The Rock www.rockchurch.com	909-825-8887
True Vine Ministries	909-884-6775
University Parkway Church www.universityparkchurch.com	909-473-7535
Water of Life Food Warehouse	909-463-0103

USDA **Food Commodities** are give away at locations throughout the Inland Empire call **909-723-1580** for sites and days of distribution or view the local distribution sites for the Inland Empire at:

www.co.san-bernardino.ca.us/csd/docs/arrausdasites.pdf

Community Resources

Catholic Charities

909-880-3625

Utility assistance, housing, food, family support, and HIV/ AIDS services.

Catholic Charities Refugee and Immigration Services 909-388-1243

Diocese of San Bernardino

1201 East Highland Ave. San Bernardino, CA 92404 909-475-5300

Gang Reduction Intervention Team

(G.R.I.T.) Joseph Rodriguez I-866-433-G.R.I.T (4748) Assist parolees in getting out of gangs.

Inland County Legal Services 909-980-0982 800-977-4257

24 hour response team.

San Bernardino County Recorder County Clerks Office

222 West Hospitality Ln.
San Bernardino, CA 92415
909-387-8314
Birth, Death and Marriage Certificates.

Mary's Mercy Center

641 N. Roberts Ave.
San Bernardino, CA 92411
909-889-2558
Hot meals, clothing and showers.

The House of Blessing

9269 Utica Ave, Suite 105 Rancho Cucamonga, CA 91730 909-987-7110 x-241

The Way Outreach

310 West 4th St.
San Bernardino, CA 92415
909-884-7117

Money Management

Experian 888-397-3742
Equifax 800-525-6285
Trans Union 800-680-7289
Debt Free Christian Counseling 800-DebtFree

Neighborhood Partnership Housing

909-482-1127 Social Security Fraud Line 800-269-0271

Springboard Non Profit Consumer

Credit Mgmt. 800-947-3752

211 Call Center (a program of United Way)

2-I-I is a toll-free telephone number that will connect people from anywhere within the San Bernardino County area to a 24-hour service that can give them information and referrals for health and social services in their area.

Dial 211 or 888-435-7565 or search the website at www.211sb.org for information on:

Shelter and Housing
Clothing
Food and Water
Childcare
Animal Assistance (shelter, care, etc.)
Health Care
Government Resources
Transportation
Donation and volunteer information

2-1-1 is free and confidential, a live bilingual call specialist assists caller's 24-hours a day. Hundreds of health and social services are available by simply dialing 2-1-1 or 888-435-7565.

For information on services available in Los Angeles County please call: 800-339-6993 or online at www.211LA.org

2-1-I is a joint United Way Initiative, and Inland Empire United Way is the designated services provider for the County of San Bernardino.

Reproductive Health and Parenting

Services are Free or Low Cost

There are a wide range of available services offered at your local Reproductive Health Services clinic. Reproductive Health Services provides low-cost, confidential services to men and women who want to make an informed decision about family planning and reproductive health care. We are here to give you excellent care in a friendly atmosphere.

All Services are Confidential

HIV/STD Testing
Referrals to Other Services
Birth Control
Pregnancy Testing
Teen Counseling
Abstinence Education
Breast Exams
Pelvic Exams
Pap Smears
Testicular Cancer Screening
Prostate Exams
Vasectomy Surgery

Call Today to Make an Appointment

1-800-722-4777

Public Health Dept. locations

Barstow 303 E. Mountain View	Needles 1406 Bailey Ave. Suite D
Big Bear 477 Summit Rd.	Ontario 1647 E. Holt Blvd.
Fontana 17830 Arrow Blvd.	Redlands 800 E. Lugonia Ave. Suite F
Joshua Tree 63532 29 Palms Hwy. Suite D	San Bernardino 799 E. Rialto Ave.
	Victor Valley/Hesperia 16453 Bear Valley Rd.

Parenting/Child Safety Resources

Car Seat Program (low income)	614-645-7748
Child Development Services	800-722-1091
(childcare referrals)	
Children's Fund	909-387-4949
Children's Network	909-383-9677
CSU Maternal Intervention Program	909-537-3593
Early Head Start	909-888-4577
New Parent Info Kits (First 5)	800-543-7025
Parent Outreach	800-901-4565
Parent Project	800-372-8886
Report Child Abuse SB County	909 384-9233
Outside San Bernardino	800-827-8724
SB County Child Protective Services	909-386-1100
Seat Inspection and Recall	866-732-8243
The Center for Healing	909-875-5288
The Resource Center (eligible with	909-888-4577
children 0-5, Parenting classes,	
Tough Love	800-333-1069
WIC (Women, Infants, Children) S.B.	909-387-8301
WIC West End (Ontario/Desert)	800 472-2321

Child Support Services

Telephone and Fax Numbers:

For payment and general information:

Phone: I-866-901-3212 Fax: 909-478-6002

Email:

childsupport@css.co.san-bernardino.ca.us

Main Office Mailing Address:

County of San Bernardino Department of Child Support Services
10417 Mountain View Ave.
Loma Linda, CA 92354

Rancho Cucamonga Office 10565 Civic Center Dr. #250

Rancho Cucamonga, CA 91730

Victorville Office 15400 Civic Dr. Victorville, CA 92392

Business Hours (All DCSS Offices):

Mon-Fri 8:00 a.m. to 5:00 p.m.

Medical & Dental Resources

Social Action Community Health Systems (SACHS) is a three-clinic system that provides low-cost primary care, dental and rehabilitative services for 32,000 patient visits annually. Bilingual health professions staff provide:

Information call: 909-382-7135

- Care for Acute and Chronic Illnesses
- Mental Health Services
- Dental Care 909-382-7120
- Physical, Occupation, and Speech Therapy
- Prenatal Care and Other Women's Services
- Immunization
- Health Promotion and Preventative Care
- Specialized Care for HIV/AIDS
- Substance Abuse

SACHS Locations

Norton AFB - 1455 East Third St. San Bernardino, CA 92408 Arrowhead - 1293 North "D" St. San Bernardino, CA 92405 Frazee - 488 South "K" St. San Bernardino, CA 92410

Community Health and Dental Centers

Please call the individual centers for their available services.

Arlanza Family Health

8856 Arlington Ave. Riverside, CA

Intake: 909-353-2702

Eastside Family Health

1970 University Ave. Riverside, CA 92507

Medical: 909-224-8220

Dental: 909-224-8230

Inland Family Health

665 N. D St.

San Bernardino, CA 92401

Medical/Dental 909-708-8158

Running Springs Rural Health

31900 Hilltop/Rim of the World Hwy.

Running Springs, CA 92382

Medical/Dental: 909-336-9715

Victor Valley Dental Clinic

14357 7th St.

Victorville, CA 92395

760-951-9181

Whitney Young Family Health

1755 Maple St.

San Bernardino, CA 92411

Medical/Dental: 909-386-7600

SB County Public Health 909-383-3060

Tri County Dental Society (uninsured children 5-12 yrs) 800-287-8237 Contracted with dentists throughout Riverside, San Bernardino & LA Counties.

Medical & Dental Resources Cont.

AIDS Hotline	800-232-4636
Access for Infants and Mothers (AIM)	800-433-2611
Arrowhead Regional Medical Center (ARMC)	909-580-1000
Assistance League of Redlands Dental Center	909-793-2673
Contracted with dentists for basic dental services offered to residents	s and homeless
living in Redlands, Yucaipa, Loma Linda and the surrounding areas.	
Bloomington Dental	909-746-0840
California Children's Services	909-387-8400
(Chronic Health Conditions or Diseases ages 0-21)	
Child Health and Disability Prevention	800-722-3777
Detoxification Centers	
Cedar House, Bloomington	909-421-7120
Inland Valley Recovery Services, Upland	909-932-1069
Panorama Ranch, Joshua Tree	760-366-9100
St. John of God, Victorville	760-241-4917
Family Health Centers	909-422-8029
First 5 Dental Program (Services for Children 0-5 years old)	800-722-4597
Healthy Families (Low-cost health, dental & vision insurance)	800-880-8305
Inland Empire Health Plan (IEHP)	800-440-4347
Kaiser Cares for Kids	800-255-5053
Medically Indigent Program ARMC	909-580-1077
Medi-Cal (Phone Support Mon-Fri 8-5pm)	800-541-5555
Medi-Cal (Automated Response Line)	800-786-4346
Molina Medical	800-986-4649
Public Health	800-782-4264
Safe Surrender Sites for Newborns (Statewide)	877-222-9723
<u> </u>	· · · -

The San Bernardino County Medical Services Plan (CMSP) provides necessary medical care to eligible county residents. This program is also know as the Medically Indigent Program at Arrowhead Regional Medical Center. For eligibility information call 909-580-1077. Services may include:

- Routine health care in an authorized clinic or doctor's office.
- Acute inpatient hospital care at Arrowhead Regional Medical Center (ARMS) only.
- Emergency Room care at ARMC only for a medical emergency.
- Medically necessary prescription drugs.
- Limited pre-authorized dental care.

To be eligible for the CMSP program you must resided in the county of San Bernardino. Be between the ages of 21 and 64, meet the income requirements of the program, not receiving SSI or SSD income and <u>DO NOT</u> have dependent children under the age of 21 in your home. (Individuals with dependent children maybe eligible for Medi-Cal benefits)

Counseling and Mental Health Services

Access Unit Department of Behavioral Health	888-743-1478
Counseling Referrals	000 077 5400
Active Communication Treatment Systems Bloomington	909-877-5499
Adult Mental Health, Community Hospital of San Bernardino	909-877-6333 ext. 3800
Alta Loma Psychological Association	909-980-3567
Alternate Avenues	909-920-5518
Barstow Counseling Center	760-256-5026
Behavioral Health, Upland	909-579-8100
Bilingual Family Counseling Center (Prop 36)	909-986-7111
California State University, San Bernardino Counseling Center	909-537-5569
Calvary Chapel, Fontana and Rialto	909-820-7300
Calvary Chapel High Desert	760-948-2812
Caritas Counseling Catholic Charities	909-370-1293
Casa Ramona Counseling	909-825-6188
Catholic Charities/Counseling	909-388-1329
Center for Healing Childhood Trauma	909-875-5288
Chino Human Services	909-591-9822
Chino Multiple Diagnosis Clinic	909-590-5355
Christian Family Counseling Service	951-682-7138
Family Connection	909-370-4250
Family Services Agency (San Bernardino)	909-886-6737
Family Services Agency Fontana	909-822-3533
Family Services Agency Crestline	909-338-4689
Frazee Community Center	909-889-4424
High Desert Prenatal	760-956-6780
House of Ruth's Teen Violence	909-988-5559
Inland Behavioral and Health Services	909-881-6146
Mesa Counseling-Rialto	909-421-9301
Needles Clinic	760-923-9313
Nueva Vida Counseling Center-Colton	909-825-6188
Oasis Counseling-Barstow	760-256-0376
Ontario Pregnancy Counseling	909-948-6702
Pacific Clinics-Ontario	909-605-0514
Redlands Psychological and Family Services	909-793-8312
Samaritan Counseling Center-Upland	909-985-0513
Trona Behavioral Health Clinic	760-372-5081
Upland Community Counseling Center	909-579-8100
Victor Valley Community Services Council First Call for Help-Referral service	760-243-9646
West End Community Counseling-Ontario	909-983-2020
Arrowhead Regional Medical Center Emergency Psychiatric Unit	909-580-1800
Substance Abuse Services Information	800-879-2772
TTY for the Deaf and Hard of Hearing: 888-743-1481	

24 hours a day/7 days a week

Outpatient Resources

Barstow	
Barstow Counseling and Behavioral Health Center 805 E. Mountain View, Barstow, CA 92311 Special Programs for: Parolee/Criminal Justice Population	760-256-5026
Hi-Desert Mental Health Center Special Programs for: Parolee/Criminal Justice Population, Physically Disabled, Prescription Drug Abuse.	760-256-0376
Jackson Bibby Awareness Group, Inc. 222 E. Main St Barstow, CA 92311 Accessible to: Latino/Hispanics (Bilingual) Mobility, Hearing/Speech, and Cognitive Impaired.	760-256-6114
Morongo Basin Barstow Recovery Services 234 E. Fredricks Barstow, CA 92311	760-256-7313
Big Bear Lake	
Operation Breakthrough 40880 Peddler Rd. Big Bear Lake, CA 92315 Special Programs for: Parolee/Criminal Justice Population.	909-866-5437
Bloomington	
Cedar House Rehabilitation Center 18612 Santa Ana Ave. Bloomington, CA 92316 Special programs for aging (65 and over), AIDS/HIV Positive, Gay, Lesbian, Bisexual, Transgender, Asiar (Bilingual), Latino/Hispanic (Bilingual), Parolee/Criminal Justice Population	909-421-7120 n/Pacific Islanders
Chino	
Alcohol Education and Recovery Services Special Programs for Criminal Justice Population, Driving Under the Influence Program	909-591-4761
Chino Multiple Diagnosis Clinic Special program for Parolee/Criminal Justice population.	909-590-5355
Colton	
IHS Clinical Services 2275 E. Cooley Dr. Colton, CA 92324	909-370-1777
Medical detoxification and narcotic replacement (maintenance).	
Fontana	
Kaiser Permanente Hosp.: Chemical Dependency Program	909-427-5128
Merrill Community Services	909-823-0609
Rehabilitation Alcohol Program	909-356-9390
Hesperia	
Aegis Medical Systems I 1959 Mariposa Rd. Hesperia, CA 92345 Special programs for aging (65 and over), Parolee/Criminal Justice Population, Physically Disabled, Presc	760-956-2462
Topolical programs for aging (00 and over), ranoceremininal justice ropulation, rhysically bisabled, rresc	inpuon Diag Abuse.
Prenatal Treatment Program	760-956-6780
Special program for women, accessible to mobility, vision, hearing/speech, or cognitive impaired. TTY:	909-421-9452
Joshua Tree	
Panorama Ranch Sliding Scale Fee 65675 Sullivan Rd, Joshua Tree, CA 92252	760-366-9100

Outpatient Resources

Loma Linda	
Treatment Program rograms for AIDS/HIV Positive, Parolee/Criminal Justice Population	909-825-7084
re Arizona st Broadway St. Ste C Needles, CA 92363	760-326-3135
nprovement Programs rograms for Parolee/Criminal Justice Population. Accessible to Mobility, Vision, and Hed Impaired.	909-983-3665 aring/Speech, and
Ontario	
Family Counseling Services Inc. rograms for Parolee/Criminal Justice Population. Accessible to Mobility, Vision, and Head	909-986-7111 aring/Speech Im-
nprovement Programs st "B" St. Ontario, CA 91762	909-983-3665
Pine Ridge	
ge Treatment Center, Pine Ridge rogram for Parolee/Criminal Justice Population. Aging (65 and over), AIDS/HIV Positive, Transgender, Parolee/Criminal Population.	760-955-1014 Gay, Lesbian,
alley Behavioral Health Center e for Mobility, Vision, Hearing/Speech and Cognitive Impaired TTY	760-955-1777 760-955-7458
Redlands	
s Center for Change Colton Ave. Ste C Redlands, CA 92374	909-335-2989
idance Center est Colton Suite 100, 105 Redlands 92374	909-335-7067
Rancho Cucamonga	
nstitute ebastian Way Ste 102 Rancho Cucamonga, CA 91730 rograms for: Parolee/Criminal Justice Population.	909-989-9724
nprovement Programs chibald Ave Bld#18 Rancho Cucamonga CA 91730 rograms for Parolee/Criminal Justice Population. Accessible to Mobility, Vision, and Hec	909-987-4036 aring/Speech, and
Impaired.	. .
Rialto	
and Drug Programs Treatment Services e to Mobility, Vision, Hearing/Speech, or Cognitive Impaired.	909-421-9465
	Treatment Program rograms for AIDS/HIV Positive, Parolee/Criminal Justice Population Needles The Arizona T

Outpatient Resources

Redlands Behavioral Medicine CTR Recovery Services	909-558-9277
Beliavioral Fledicine CTR Recovery Services	707-330-7211
Redlands Yucaipa Guidance Clinic/Valley Guidance Clinic	909-790-1300
939, 955 1/2 N "D" St San Bernardino, CA 92410	909-381-5100
San Bernardino	
Casa de San Bernardino: ODF Program 735 N "D" St. San Bernardino, CA 92401 Special program for women.	909-381-5507
Christian Alcohol Awareness Program I 550 N "E" St. San Bernardino, CA 92405	909-884-7087
Foothill Aids Project	San Bernardino: 909-884-272
362 Orange Show Ln. San Bernardino, CA 92408	Claremont: 909-482-0886
Population served: Individuals with a valid HIV diagnosis.	Riverside: 951-742-7660
Inland Behavioral and Health Services, Inc. 1963 N "E" St. San Bernardino, CA 92405	909-881-6146
Special programs for: Parolee/Criminal Justice Population.	
Mental Health Systems Inc. (PRIDE) 1874 Business Center Dr. San Bernardino, CA 92408 Probationers Recovering Through Intervention Drug Education	909-386-1487
New House	909-881-0390
New House 840 N. Arrowhead Ave. San Bernardino, CA 92401	909-881-0390
Special programs for: AIDS / HIV Positive, Gay, Lesbian, Bisexual, Transgend population.	der, Parolee and Criminal Justice
Pine Ridge Outpatient Treatment Center 1881 Commercenter Dr. Suite 220 San Bernardino, CA 92408 Special program for Parolee/Criminal Justice Population.	909-890-0294
Rolling Start- Services to assist mobility needs (disabled)	909-884-2129
570 W. 4th St. San Bernardino, CA 92401	TTY 909-884-7396
SAC Haalah Sustana Naman	000 202 7125
SAC Health Systems Norton 1454 E. Second St. San Bernardino, CA 92408	909-382-7135 Hotline 888-743-1478
Skyforest	
Rim Family Services	909-336-1800

Special programs for aging (65 and over). Accessible to mobility, vision, hearing/speech impaired.

28545 Highway 18, Sky Forest CA 92385

Outpatient Resources/Tattoo Removal

Upland

Inland Valley Drug and Alcohol Recovery Services: 916 N. Mountain Ave. Ste A Upland, CA 91786

909-944-4667

San Antonio Community Hospital 999 San Bernardino Rd. Upland, CA 91786 Crisis Line 909-920-4979 Info Line 909-920-4948

Crisis Hotline 909-920-4948

Valley Improvement Programs

909-985-2785

1589 West 9th St. Suite E Upland, CA 91786

Special programs for Parolee/Criminal Justice Population. Accessible to Mobility, Vision, and Hearing/Speech, and Cognitive Impaired.

Victorville

Hi-Desert Mental Health Center/Oasis Counseling Center 15447 Anacapa St. Suite 200 Victorville, CA 92392

760-245-9446

Special programs for Parolee/Criminal Justice Population, Physically Disabled, Prescription Drug Abuse

Jackson Bibby Awareness Group, Inc.

760-241-3300

14420 Civic Dr. Suite 3 Victorville, CA 92392

Tattoo Removal

When a gang member decides to get out of the gang or seek employment, he or she may find it nearly impossible to do so. Tattoos turn off many employers. When people begin to regret their tattoos, many resort to drastic measures to remove or cover their unwanted gang affiliation.

That's where community non profit programs come in!

Arrowhead Regional Medical Center (ARMC)

Tattoo Removal Clinic-Ambulatory Care 400 North Pepper Avenue Colton, CA 92324 Phone: 909-580-1669

Loma Linda University (LLU)

Tattoo Removal Clinic 909-558-7045

San Bernardino County Gang Intervention Team (G.R.I.T.)

801 North Post Street Redlands, CA 92374 909-793-7746

(800) 339-6993 is a referral info line, which includes tattoo removal programs in LA County.

Self Help Groups

You may be court ordered to attend a meeting to help you recover. Here is Information on how to locate groups in your area.

Oficina Intergrupal del Alto Desierto de

Victor Valley (Adelanto, CA) 12036 Bartlett Ave. Suite E

Adelanto, CA 9230 I Phone: 760-246-6392

Email: intergrupal@hotmail.com

VictoryValley Intergroup Central Office Inc

(Apple Valley, CA)

18888 Outer Hwy 18 Suite 107

Apple Valley, CA 92307 Phone: 760-242-9292

Site: www.victorvalleyaa.org

Inland Empire Central Office (Colton, CA)

P.O. Box 189

Colton, CA 92324-0189 Phone: 909-825-4700

Site: <u>www.inlandempireaa.org</u>

24 Hour Answering Service (Chino, CA)

Chino, CA 91710 Phone: 909-628-4428

Oficina Intergrupo De Chino (Pomona, CA)

898 N. Garey Ave Pomona, CA 91767 Phone: 909-629-0493

San Bernadino, CA

222 East Highland Ave. Suite 7 San Bernardino, CA 92404

Phone: 909-881-3230

Southwestern Riverside County Central

Office Inc. (Temecula, CA)

28636 Old Town Front St. Suite 106

Temecula, CA 92590 Phone: 951-695-1535

Site: www.temeculacentraloffice.org

Email: temeculaaa@verizon.net

For a complete online listing of meetings throughout the San Bernardino & Los Angeles Counties go to:

www.simeetings.com/LA/SBC/ SanBernardino+Mtgs.html

Narcotics Anonymous can help you find the freedom to live your life without the use of drugs.

Narcotics Anonymous is a fellowship or society of men and women for whom drugs had become a major problem....

Regional Helpline Numbers

EnglishEspanol800-TODAYNA888-NAAHORA800-863-2962888-622-4672

Speech or hearing impaired call:

I-800-735-2929 TTY

Self Help Groups Cont.

ALCOHOLICS ANONYMOUS (AA)

Local Chapter & 24-hour Hotline 909-825-4700

ALANON and ALATEEN

Programs for families and friends of alcoholics. 909-824-1516

COCAINE ANONYMOUS HOTLINE

For those that desire to stop. 951-359-3895

DEBTORS ANONYMOUS

Self-Help group for compulsive shoppers.

Daily meetings throughout Southern California.

310-822-7250

DUAL DIAGNOSIS ANONYMOUS

Self-Help group for persons with Co-Occurring disorders.
Also known as "Dually Diagnosed"
24 Hour line 800-359-1216
Local Chapter 909-888-9282

GAMBLERS ANONYMOUS

Self-Help group for compulsive gamblers. Local Chapter 909-424-5020

NATIONAL DRUG and ALCOHOL ASSISTANCE

1-800-662-HELP (4357) or visit www.drughelp.org

NARCOTICS ANONYMOUS (NA)

24-hour Hotline 800-397-2333 Local chapter 909-622-4274

SEX and LOVE ADDICTS ANONYMOUS

Self-Help group for persons suffering with compulsive sexual behavior, and other dysfunctional personal relationships.

For information, please call 909-796-1146 and leave a message.

Batterers' Treatment Programs

ADELANTO

Lighthouse Support Services (English & Spanish)

11374 Bartlett Avenue Adelanto, CA 92301

Ph (760) 530-2226 Fax (760) 530-2259

• Men's & Women's Batterers' Intervention Groups

BIG BEAR LAKE

Lutheran Social Services

P.O. Box 1927

41945 Big Bear Lake, CA 92315

Ph (909) 866-5070 Fax (909) 878-3228

Contact: Eileen Hofer

- Men's & Woman's Batterers' Intervention Groups
- Anger Management (Court Ordered)
- Parenting (Court Ordered)

CHINO

Chino Human Services

13201 Central Avenue

Chino, CA 91710

Ph (909) 591-9822 Fax (909) 628-409

Contact: Jean Trzcinko

• Men's Batterers' Intervention Groups

New Day Institute

11780 Central Avenue Suite 100

Chino, CA 91710

Ph (909) 517-2020 Fax (909) 517-2022

- Men's & Women's Batterers' Intervention Groups
- Child Abuse Batterers' Intervention Groups

CRESTLINE

Family Service Agency

23406 Crest Forest Drive Crestline, CA 92325

(909) 338-4689

Contact: Gwen Nichols, Community Director

- Men's Batterers' Intervention Groups
- Anger Management

<u>FONTANA</u>

Family Service Agency (English & Spanish)

7993 N. Sierra Avenue Suite F

Fontana, CA 92335

Ph (909) 822-3533 Fax (909) 822-3050

Contact: Gwen Nichols, Community Director

- Men's Batterers' Intervention Groups
- Anger Management

New Day Institute (English & Spanish)

16823 Arrow Blvd.

Fontana, CA 92335

(909) 355-3888 Fax (909) 355-9966

Contact: Yaser Selim

Men's & Women's Batterers' Intervention Groups

HESPERIA

Hesperia Counseling Center

12052 Hesperia Road, Suite 6

Hesperia, CA 92345

Ph (760) 949-3500 Fax (760) 949-3510

Contact: Robin Folger

• Men's & Woman's Batterers' Intervention Groups

HIGHLAND

Precious Life CES (Children & Educational Services)

27141 E. Baseline Street

Highland, CA 92346

Ph (909) 863-9335

Contact: Vickie M. Hobson, Program Director

• Men's & Women's Batterers' Intervention Groups

LUCERNE

Lucerne Valley Domestic Valley Outreach

32649 Highway 18

Lucerne Valley, CA 92356

Ph (760) 248-2064 Fax (760) 248-9194

Contact: Wilma Murray

• Men's & Woman's Batterers' Intervention Groups

RANCHO CUCAMONGA

Alta Loma Psychological Association

9089 Baseline Road, Suite 200

Rancho Cucamonga, CA 91760

Ph (909) 980-3567 Fax (909) 989-3932

Contact: Dr. Steve Wysocki, Director

• Men's & Woman's Batterers' Intervention Groups

Olive Branch Counseling Center

9033 Baseline Rd., Suite H

Rancho Cucamonga, CA 91730

Ph (909) 989-9030 Fax (909) 466-4594

Contact: Ken Olsen

- Men's Batterers' Intervention Groups
- Child Abuse Batterers' Intervention Groups

REDLANDS

Alternative Choices Together (ACT) Program

1207 W. Cypress Avenue

Redlands, CA 92373

Ph (866) 564-6228 Toll Free

Contact: Dr. Sarah Adams, Director

Men's Batterers' Intervention Groups

PLEASE NOTE:

As of June 2011, the programs listed have stated they meet the legal requirements for court ordered 52 week Batterers' Intervention Treatment and are monitored by the San Bernardino Probation Department. However, you must verify at the time of your enrollment that this information remains true.

Batterers' Treatment Programs Cont.

SAN BERNARDINO

Asante Family Agency 1255 E. Highland Avenue Suite 107

San Bernardino, CA 92404 Ph (909) 886-3322 Fax (909) 886-3328 Contact: Mary Hickey, Program Coordinator Men's & Woman's Batterers' Intervention Groups

Family Services Agency

1669 North "E" Street San Bernardino, CA 92405 Ph (909) 886-6737 Fax (909) 881-3871

Contact: Gwen Nichols, Community Director

- Men's & Woman's Batterers' Intervention Groups
- Parenting Classes
- Anger Management

Family Stress Program (English & Spanish)

225 East Airport Drive Suite #130 San Bernardino, CA 92408 Ph (909) 890-4290 Fax (909) 890-3560 Contact: Michael Dyer, Director

• Men's & Woman's Batterers' Intervention Groups

Family Resource Center

1911 Commercenter East Suite #101 San Bernardino, CA 92408 (909) 381-3579 (office/voice mail/fax) Contact: Dr. Pamela Henderson, Director

Men's & Woman's Batterers' Intervention Groups

The Relationship Center

1849 Commercenter East #B San Bernardino, CA 92408 Contact: Fred Meares, Director Ph (909) 383-7100 Fax (909) 383-7103

- Men's Batterers' Intervention Groups
- Woman's Child Abuse

Precious Life CES (Children & Educational Services)

445 S. Arrowhead Avenue Suite C San Bernardino, CA 92408 Ph (909) 446-2703 Fax (909) 889-2410 Contact: Vickie M. Hobson, Program Director Men's & Women's Batterers' Intervention Groups

Psychological Support Systems (English & Spanish)

738 S. Waterman Avenue Suite C-49 San Bernardino, CA 92408 Ph (909) 888-2044 Fax (909) 674-7570 Contact: Lisa Collins, Program Manager

• Men's Batterers' Intervention Groups

• Anger Management

TWENTY NINE PALMS

USMC Treatment Center (Military Only)

P.O. Box 788150 Building # 1438 Twenty Nine Palms, CA 92278 (760) 361-2036 Contact: Sandra Fournier

Men's Batterers' Intervention Groups &

Lutheran Social Services

70-478 Twenty Nine Palms Hwy Twenty Nine Palms, CA 92277 (760) 361-2036

Men's & Woman's Batterers' Intervention Groups

New Horizons Counseling

5661 Mesquite Avenue Suite A Twenty Nine Palms, CA 92277 Ph (760) 369-0294 Fax (760) 369-0295 Contact: Thomas

Men's Batterers' Intervention Groups

UPLAND

Inland Valley Drug & Alcohol Center (English & Spanish)

aka The Recovery Center 934 N. Mountain Avenue Suite A-B Upland, CA 91786 Ph (909) 949-4667 Fax (909) 931-3774 Contact: Christy Morris, Coordinator

- Men's & Women's Batterers' Intervention Groups
- Anger Management (12 & 26 week classes)

VICTORVILLE

Family Systems Management

14252 St. Andrews Drive Suite I & 2 Victorville, CA 92392 Ph (760) 955-7374 Fax (760) 955-9874 Contact: Anthony Guzman Men's & Woman's Batterers' Intervention Groups

YUCCA VALLEY

Lutheran Social Services

63700 Twenty Nine Palms Hwy Yucca Valley, CA 92252 (760) 361-2036

Men's & Woman's Batterers' Intervention Groups

New Horizons Counseling

57485 Aviation Suite C Yucca Valley, CA 92284 Ph (760) 369-0294 Fax (760) 369-0295 Contact: Thomas

Men's & Woman's Batterers' Intervention Groups

Driving Under the Influence Programs *SATURDAY CLASSES AVAILABLE

BARSTOW

*Jackson-Bibby Awareness

222 East Main Street, Suite 218 Barstow, CA 92311 (760) 256-6114

BLOOMINGTON

*Social Science Service, Inc

(Cedar Ave & Santa Ana) 18612 Santa Ana Bloomington, CA 92316 (909-421-7120

CHINO

*Alcohol Education & Recovery

12560 Central Avenue, Chino CA 91710 (909) 591-4761

FONTANA

*Rehabilitation Alcohol Program

17205 Arrow Blvd, Fontana, CA 92335 (909) 356-9390

NEEDLES

MHS Needles Center for Change

300 H Street Needles, CA 92363 (760) 326-4590

ONTARIO

*Valley Improvement Programs, Inc

210 West "B" Street Ontario, CA 91762 (909) 983-3665

RANCHO CUCAMONGA

*Valley Improvement Programs, Inc

8540 Archibald Avenue, #A Rancho Cucamonga, CA 91730 (909) 987-4036

REDLANDS

*Jackson-Bibby Awareness Group

1200 Arizona, Ste. 10, Box B-10 Redlands, CA 92374 (909) 792-6925

SAN BERNARDINO

*Hase & Associates

353 West Sixth Street San Bernardino, CA 92401 (909) 888-0149

MHS Pegasus

2282 N. Sierra Way San Bernardino, CA 92405 (909) 881-1570

SKY FOREST

*Rim Family Services

28545 Hwy 18 P.O. Box 578 Sky Forest, CA 92385 (909) 336-1800

UPLAND

Valley Improvement Programs, Inc.

1589 West Ninth Street, Ste. E Upland, CA 91786 (909) 985-2785

VICTORVILLE

*Dalton & Associates

16200 Bear Valley Road, #111 Victorville, CA 92395 (760) 241-1777

*Jackson-Bibby Awareness

14420 Civic Dr. Ste 3 Victorville, CA 92392 (760) 241-3300

YUCCA VALLEY

Morongo Basin Counseling & Recovery Center

(aka Choices) 55475 Santa Fe Trail Yucca Valley, CA 92284 (760) 365-3022

Temporary / Transitional Assistance

The Transitional Assistance Department (TAD) of the San Bernardino County Human Services is responsible for administering the Department's financial support programs to persons in need of financial, and/or nutritional and/or medical assistance. The goals of TAD are to meet the basic needs of families and individuals, while working with them to attain self-sufficiency, and to promote work and personal responsibility.

Adelanto

10875 Rancho Rd. Adelanto, CA 92301 760-530-2900

Barstow

1300 E. Mountain View St. Barstow, CA 92311 760-256-4374

Colton

2040 W. Woodpine Ave. Colton, CA 92324 909-421-3108

Del Rosa

1585 E. Highland Ave. San Bernardino, CA 92415 909-475-8561

Fontana

7977 Sierra Ave. Fontana, CA 92335 909-356-3221

Hesperia

9655 9th Ave. Hesperia, CA 92345 760-956-4697

Needles

1300 Bailey St. Needles, CA 92363 760-326-9260

Ontario

1637 Holt Blvd. Ontario, CA 91761 909-458-9466

Rancho Cucamonga

10825 Arrow Rte. Rancho Cucamonga CA, 91730 909-945-0999

Redlands

881 W. Redlands Blvd. Redlands, CA 92373 909-335-0666

San Bernardino

265 E. 4th St. San Bernardino, CA 909-252-4601

San Bernardino

2050 Massachusetts Ave. San Bernardino, CA 92415 909-475-2074

Twentynine Palms

73629 Sun Valley Dr. Twentynine Palms, CA 92277 760-361-4636

Victorville

12219 Second Ave. Victorville, CA 92392 760-955-6105

Yucca Valley

56357 Pima Trail Yucca Valley, CA 92284 760-228-5372

Available through any of these County offices is the General Relief (GR) program that provides loan assistance to individuals and families in need of temporary housing, food, and/or transportation.

Homeless Assistance

HOPE Homeless Outreach

909-983-5783 Referral Assistance

Homeless Program for Mental Health Clients

237 W. Mill St. San Bernardino, CA 92408 909-388-4133 or 909-388-4131

Homeless Assistance:

110111010357135131411001	
Frazee Community Center I 140 W. Mill St. San Bernardino	909-889-4424
High Desert Homeless Services Victorville call same day for availabi	760-245-5991 lity
Inland Temporary Homes Help for Families with children	909-796-6381
Mary's Mercy Center 641 Roberds Ave. San Bernardino	909-889-2558
Salvation Army-San Bernardino	909-885-0353
The Rock Church Homeless Ministry ext 349	909-825-8887
Veronica's Home of Mercy	909-888-9064
The House of Blessing ext 241 9269 Utica Ave. Suite 105 Rancho Cucamonga	909-987-7110



Traveler's Aide of Inland Empire 909-990-75-5379

Grey Hound transportation for stranded people or battered women & children out-of-state.

Homeless Court

Foothill Family Shelter 1501 W. Ninth St Suite D, Upland CA

A monthly homeless court with a San Bernardino Superior Court Judge presiding that helps homeless individuals resolve traffic tickets, warrants, and misdemeanor offenses (excludes family law cases). Representatives from the Public Defender's and District Attorney's offices are available to represent individuals. **Call 909-380-0453 Intake**

SHOWERS

Desert Manna Ministries 760-256-3766 209 N First Ave. Barstow Monday – Friday from 9:00 am – 3:00 pm

Cross Light Church 909-888-9064 1456 N. Grove Ave. Ontario Showers Friday at 9:00 am Food and clothing Fridays 10:00 am

First United Methodist 909-793-2118 Showers of Blessing Ministry, Redlands Saturday Mornings

Mary's Mercy Center 909-889-2558 641 Roberds Ave. San Bernardino

Hygiene items and clean clothing available prior to showering.

Women's Showers: Monday and Wednesday 8:00 am - 11:00am

Men's Showers: Tuesday and Thursday 7:30 to 11:30 am

YMCA 951-689-9622 4020 Jefferson St. Riverside (nearest cross street - Magnolia Avenue) Small fee Tues. & Thurs. 2:00 pm - 3:00pm.

Shelters

Program Name	Emergency Shelter	Transitional	Motel Vouchers	Meals	Male	Female	Children	Families	Additional Comments
Agape House 18202 Foothill Blvd Fontana, CA 92335 866-574-5879 Toll Free	X					X	×		Single woman and their children.
Family Services Assoc. 612 Lawton Redlands, 92373 909-793-2673		X	Х					×	For families participating in FSA Housing Advocacy program only.
Foothill Family Shelter 1501 W. 9th Street San Bernardino, CA 92411 909-920-5568		X		X		X	X		Transitional living application process 120 days max.
Frazee Community Ctr. 1140 W. Mill Street San Bernardino, CA 92410 909-889-4424	X			X	×	X	X		Ist come, Ist serve Call before 8am
Circle of Hope-Gods Kitchen 420 W. Harrison Corona CA 92880 951-278-2215	X	X				×	×	X	Single woman, single parents, moms and dads, no single males. Shelter hours 4:40pm -8am daily Transitional up to 9 mo.
Desert Manna Ministries 209 N. First Ave, Barstow 92311 760-256-7797 Ministries 760-255-9025 Shelter	X			×	×	×	×	×	Single men, single woman, Mom's with children. Greyhound tickets traveling to a verifiable place of residence or employment (up to \$50).
High Desert Homeless 14049 Amargosa Rd Victorville, CA 92325 760-245-5991	X	X			x	X	X	×	Must call same day for availability. 55 bed Shelter - 90 days max Breakfast & Dinner Served
Hope Homeless Outreach 909-983-578 909-489-3211	×				×	×	×	×	Referral Services
Hope Partners 909-622-3806	×	X	X				X	X	90 days max

Shelters

Program Name	Emergency Shelter	Transitional	Motel Vouchers	Meals	Male	Female	Children	Families	Additional Comments	
I-CARE Shelter Home Riverside 951-354-2273	×	X				X	Х		Single woman or woman with children. Up to 1 yr stay. Call for interview. \$265 mo per adult & \$50 per child	
Inland Temporary Homes 26300 Mission Rd, Loma Linda 92354 909-796-6381	Х	×					Х	x	Couples must be married couples or mutual parent of at least one child under 18 yrs. ITH helps 25 families per year max. Shelter 90 days max and transitional 24 mo max.	
New Hope Village 203W. Fredricks #3 Barstow, CA 92311 760-256-3656		×			×	X	X	×	Call for availability. Men/Women individuals or families. Must be willing to participate in program. Drug testing, sliding scale, no income OK.	
Operation Grace 1595 E. Townsend Dr San Bernardino CA 92408 909-382-8540	X	X				×	×	×	Single women with no children and families. 6 mo max. Call for appt prior	
Pacific Lifeline 834 Alpine Upland CA 91786 909-931-2624	×	Х				х	×		Long term shelter for woman <u>with children</u> only. Children up to 12 yrs old.	
Path of Life Family Shelter 2530 Third St. Riverside 951-275-8755 Shelter 2840 Hulen Pl. Riverside 951-683-4101 Shelter 951-697-4195 Transitional	×	×			×	х	×	×	Open 4pm to 7:45am daily. 30-60 day stay. I2-24 mo transitional housing available Req. Tox testing and background check.	
Rescue Mission Coachella Valley 760-347-3512	×					х	×		8 wk stay with possible extension	
Salvation Army (Ontario Location) 1412 S. Euclid Ave Ontario, CA 91762 909-986-6748	×								Emergency food, family shelter 90 days max. Call office after 1pm for space availability. 1 st come first serve. Arrive at shelter by 4pm for bed.	
Salvation Army (San Bernardino Location) 925 W. Tenth St. San Bernardino, CA 92401 909-888-4880	×		×			×	×	×	No single males and no male child over 13 yrs. Call after 1pm for availability, arrive by 4pm for bed.	

Shelters

Program Name	Emergency Shelter	Transitional	Motel Vouchers	Meals	Male	Female	Children	Families	Additional Comments
Samaritan's Helping Hand 15527 Eight St. Victorville 92395 760-243-5933		Х	×		×	X	X	×	Emergency services. Rental and utility assistance on a case by case basis.
Set Free Christian Fellowship 16058 Cajon St. Hesperia, CA 92354 760-241-9428	x				×	×	×		60 day max Single men, single women, women w/children no boys over age 11.
Set Free Ministry 2511 10 th St Riverside 951-682-0960	×			×	×	X	×	×	One night emergency stay and hot meals serves at 8am, 12pm & 4pm
Time for Change Call for eligibility and location 909-886-2994	×	X				X	×		Single woman, woman with children. Shelter - 30 days max Transitional up to 24 mo.
Veronica's Home of Mercy 1476 W. 6 th St San Bernardino CA 92411 909-888-9064	×	Х				X	×		Pregnant and parenting woman. Also, women trying to regain custody.

Please note: the information provided on these pages was produced from sources believed to be reliable. All efforts have been made to provide accurate up to date information. Funding for certain services may change, you are encouraged to call the agencies listed throughout this guide to verify current availability.

Literacy Programs

San Bernardino County Public Library <u>Literacy Programs</u>

Free confidential adult basic literacy assistance provided by trained volunteers. Free children's books for qualifying families. English improvement and General Education (GED) instruction.

Apple Valley	760-240-7739
Barstow	760-256-4847
Big Bear	909-866-5571
Chino	909-465-5239
Chino Hills	909-590-5380
Fontana	909-574-4500
Highland	909-425-4700
Rancho Cucamonga	909-477-2720
San Bernardino	909-381-8205
Loma Linda, Mentone	909-790-3147

English as a Second Language (ESL) Assistance

Asian American Resource Center 909-383-0164 San Bernardino City 909-381-8205

San Bernardino County Superintendent of Schools 909-386-2404

Redlands Adult Education 909-748-6930

California Department of Education Sacramento, CA 95814 916-319-0800

GED Testing Centers

Millions of Americans each year make the decision to drop out of High School only to find their career is limited to low paying remedial tasks. **DON'T LET THAT BE YOU!**

General Educational Development (or GED) tests are a group of five subject tests which, when passed, certify that the taker has high school level academic skills. The GED is also referred to as a General Education Diploma, General Equivalency Diploma, or Graduate Equivalency Degree

Each site charges a fee to take the examination. Up-to-date information regarding current testing costs and policies may be obtained by contacting the specific testing center, fee's average \$150.

Chaffey Adult School 211 West Fifth St. Ontario, CA 91762 909-983-2010

Chino Valley Adult School 12970 Third St. Chino, CA 91710 909-627-9613

Copper Mountain College 6162 Rotary Way Joshua Tree, CA 92252 760-366-3791 ext. 289

Fontana Adult School 9453 Citrus Ave. Fontana, CA 92335 909-357-5490

Redlands Adult School 820 W. Stuart Ave Redlands, CA 92374-1508 909-748-6930 Riverside ROP 1214 Indiana Ct. Riverside, CA 92374 909-793-3115

San Bernardino Adult School 1200 N. E. St. San Bernardino, CA 92405 909-388-6000

Yucaipa Adult School 35948 Susan St. Yucaipa, CA 92399 909-790-8580

Hesperia Adult School 16527 Lemon St. Hesperia, CA. 92345 760-244-1771

GED TEST RESULTS

www.cde.ca.gov/ta/tg/gd/gedcopies.asp

The Educational Testing Service (ETS) is the GED Records Center which handles all requests for duplicate records in California. Call toll free 866-370-4740 for the automated information line or request operator assistance.

Education Resources

San Bernardino County Regional Occupational Program

Administration:

1535 W. Highland Ave. San Bernardino, CA 92411 909-887-4487

www.rop.cc www.cryop.org www.baldyviewrop.com

Regional Occupational Programs provide quality, hands-on career training programs in over 40 high-demand career fields. Adults who are entering or re-entering the workforce, or those wishing to change careers or upgrade their current job skills may benefit from ROP courses. Support services are provided in the form of career guidance and special services for individuals with disabilities.

Districts served: Apple Valley, Baker Valley, Barstow, Bear Valley, Fontana, Hesperia, Lucerne Valley, Morongo, Needles, Rialto, Rim of the World, San Bernardino City, Silver Valley, Snowline, Trona and Victory Valley.

San Bernardino ROP909-252-4550Throughout San Bernardino CountyCRYROP909-793-3115Colton, Redlands, Yucaipa

Baldy View ROP 909-947-3400 Chaffey, Chino Valley, Claremont, Upland

Higher Education - Public Schools

Barstow Community College

2700 Barstow Rd. Barstow, CA 92311 760-252-2411 www.barstow.edu

Cal State University, San Bernardino

5500 University Pkwy.
San Bernardino, CA 92407
909-537-5000
www.csusb.edu

Chaffey Community College

5885 Haven Ave.
Rancho Cucamonga, CA 91737-3002
909-987-1737
www.chaffey.edu

Copper Mountain College

6162 Rotary Way Joshua Tree, CA 92252 760-366-3791 www.cmccd.edu

Crafton Hills College

1171 Sand Canyon Rd. Yucaipa, CA 92399 909-794-2161 www.craftonhills.edu

Riverside City College

4800 Magnolia Ave. Riverside, CA 92506-1299 951-222-8000 www.rcc.edu

San Bernardino Valley College

701 S. Mount Vernon Ave. San Bernardino, CA 92410 909-384-4400 www.valleycollege.edu

Victor Valley Community College

18422 Bear Valley Rd. Victorville, CA 92392-5849 760-245-4271 www.vv.edu

Education/Employment Resources

Apprenticeships California's Best Kept Secret

Apprenticeship training is for women and men who earn while they learn through a planned, supervised on-the-job work combined with related classroom instruction. Apprenticeships are not for everyone. To be successful, the individual must have perseverance, ambition, and initiative. Like a college education, the successful completion of an apprenticeship does not come easily. You must be willing and able to get up early, take direction from journeypersons, follow precise safety standards and attend classes at night. But at the end of their apprenticeship they get a journeyperson's card that is proof of their skill and experience for when they look for work. Not to mention the salary and benefits that go with it.

Contact the Department of Industrial Relations at: www.dir.ca.gov

Following is just a sample of the many apprentice opportunities available.

Acoustical Installer 657-571-0449	Auto Glass Glazier 714-894-4094	Barber 909-388-6000 760-212-1996	Bricklayer 626-573-0032	Carpenter 909-824-9033	Cement Mason 626-856-5750	Drywall Finisher 323-727-2811
Electrician 909-890-1703	Fastener Technician 562-404-4295	Heating/Air Conditioning 714-779-3199	Machine Tech- nician 562-404-4295	Moldmaker 562-404-4295	Marble Finisher 626-329-0850	Painter 714-258-8370
Pavement Striper 951-248-4341	Plasterer 909-631-0963	Plummer 909-825-0359	Roofer/Sealer 909-469-9847	Sheet Metal Worker 714-779-3199	Surveyors 800-409-1800	Tile Setter 800-409-1800 626-571-0273

Steps an applicant should take

- 1. Select an occupation for which you have an aptitude or some previous experience and the physical ability to perform. View the complete list of apprenticeships online at the **www.dir.ca.gov** website.
- 2. Find out if you meet the minimum qualification for that occupation.
- 3. Decide whether you can wok under the required job conditions, some of which may be hazardous, dirty, uncomfortable or otherwise unpleasant.
- 4. Apply for the apprenticeship either directly to an employer in the occupations, the union, or the California Employment Development Department.
- 5. Take an aptitude or other tests where required.
- 6. If the apprenticeship committee has a waiting list of applicants, determine whether or not you are sufficiently interested in the occupation to wait for an opening, or whether you should seek other employment.
- 7. Some apprenticeship committees have applicants find their own employment with a firm which participates in the apprenticeship program.

Employment/Training Tools

Workforce Development Department

www.sbcounty.gov/csb.win

Glen Helen Rehabilitation Center
Specializing in Employment Resources and
Bonding for Released Ex-Offenders
Call 909-473-2625 for appointment

Hesperia 15555 Main St. #G Hesperia, CA 92345 **760-949-8526**

Rancho Cucamonga 9650 9th St. Rancho Cucamonga, CA 91730 909-941-6500

San Bernardino 658 East Briar Dr. Suite 100 San Bernardino, CA 92408 909-382-0440

Hours: Mon - Fri 8:00am-5:00pm

Available services may include:

Skill assessments, job search, and job placement assistance. Training opportunities for eligible individuals. Computers, printers, phones, and fax machine available for job seeking.

City of San Bernardino One Stop Career Center

The San Bernardino Employment and Training Agency (SBETA) is a One-Stop Career Center

600 N.Arrowhead Ave, Suite 300 San Bernardino, CA 92401 **909-888-7881**

Hours: Mon-Thu 8:00am-5:00pm, and Fri 8:00am - 4:00pm

EDD Bonding Program

www.bonds4jobs.com/highlights.html

How is Fidelity Bonding beneficial for job placement?

Employers view ex-offenders and other at-risk job seekers as potentially untrustworthy workers. Insurance companies will not cover risky job applicants under most circumstances. Anyone who has ever "committed a fraudulent or dishonest act" is deemed NOT BONDABLE and causes the job seeker to be routinely denied employment opportunities. However, Fidelity Bonding service at no cost to employers, employees, and job seekers protects employers against possible theft and dishonest or fraudulent acts, and help alleviate employers' concerns in hiring ex-offenders and at-risk job applicants. This program is funded and administered by the Employment Development Department (EDD) in partnership with the U.S. Department of Labor, Employment and Training Administration.

State Bonding Coordinator

CA Employment Development Dept 800 Capitol Mall MIC-50 Sacramento, CA 95814 916 654 7799 (916) 657- 0055 fax susan.felt@edd.ca.gov



About 40,000 applicants have obtained jobs due to being bonded, and 99% have proven to be honest employees!

Temporary Employment Resources

Appleone (2)

Specializing in office employment. 165 West Hospitality Ln. Suite 23 San Bernardino, CA 92415 909-884-6351

12759 Foothill Blvd. Suite B Rancho Cucamonga, CA 91730

Benchmark

3633 Inland Empire Blvd. Suite 955 Ontario, CA 91764 909-942-5800

Best Temporary Services

1410 3rd St. Suite I Riverside, CA 92507 951-369-1111

Employment Solutions (2)

10321 Magnolia Ave. Riverside, CA 951-687-450

12799 Foothill Blvd. Suite D Rancho Cucamonga, CA 91730 909-646-7390

Express Employment Professionals

7890 Haven Ave. Suite 18 Ontario, CA 91764 909-484-4366

Helpmates Staffing Services

9267 Haven Ave. #170 Rancho Cucamonga, CA 909-484-2688

Labor Ready Inc. (3)

913 W. Foothill Blvd. Rialto, CA 909-875-9196

14344 Main St.Hesperia, CA760-948-4226

200 E. Highland Ave. San Bernardino, CA 909-881-2353

Manpower Temporary Staffing (2)

998 North "D" St. San Bernardino, CA 909-885-346 I

14270 7th St. #7 Victorville, CA 760-245-8221

Office Team

3403 10th St. Suite 310 Riverside, CA 92501 951-779-9081

Reliable Resources Inc.

1280 E. Cooley Dr. Colton, CA 92324 909-430-0946

Tempo Temporary Service

15000 7th St. #101 Victorville, CA 760-245-6548

As of July 2011 the following companies have stated they welcome applications from all individuals.

Domestic Violence Assistance

Does your partner prevent you from seeing family and/or friends?

Does your partner intimidate or threaten you?

Has your partner ever prevented you from leaving the house, getting a job or continuing your education?

Has your partner destroyed things that you care about?

Does your partner constantly criticize you and your abilities?

Has your partner forced you to have sex or engage in sex that makes you feel uncomfortable?

If there is a weapon in your house, has your partner ever threatened to use it against you when he/she is angry?

If you answered YES to any of these questions, you should seek help because you may be in an abusive relationship. The abuse is not going to go away by itself. The violence is going to get worse and more frequent.

It is very important for a person who is going through domestic violence to have an escape plan in case he/she needs to get out of an abusive situation quickly and be prepared for the next step, either to call the police, find a safe place to stay, such as a family/friends house or a shelter.

Some of the steps that you can follow are listed below.

- Move to a room with easy access to an exit. Don't go to the kitchen, bathroom or near possible weapons
- Know the quickest route out of your home. Practice escaping that way
- Domestic Violence does not just occur in your home
- Know the quickest route out of your workplace. Practice escaping that way
- · Pack a bag and have it ready. Keep it hidden but make it easy to grab quickly
- Tell a trusted neighbor about your abuse and ask them to call the police when they hear a
 disturbance
- Have a code word to use with your kids, family and friends so they will know to call the police and get you help
- Know where you are going to go, if you ever have to leave. (See the next page for shelters)
- Use your instincts
- Collect all important paper work and keep it in a safe location

Something to remember: After the last telephone call you make before you leave your house dial your own telephone number and hang up (if your abuser hits redial they will continue to get a busy signal and have no idea who you last spoke with).

Domestic Violence Assistance

Emergency shelters **NEVER** give out their locations over the telephone. A representative will be available for emergency 24 hours -7 days week.

National Domestic Violence Hotline: 800-799-7233

A Better Way (High Desert)	760-955-8763
Adult and Elder Abuse Hotline	877-565-2020
Child Abuse Hotline all Counties	800-827-8724
Desert Manna Ministries	760-255-9025
Desert Sanctuary/Haley House	800-982-2221
Doves of Big Bear Valley Hotline	800 851-7601
Haley House, Barstow	760-252-3441
High Desert Domestic Violence Hotline	760-949-4357
House of Ruth Hotline	909-988-5559
Morongo Basin Unity House	760-366-9663
Option House	909-381-3471
Project Sister	909-626-4357
Shelter from the Storm	800-775-6055
Victor Valley Domestic Violence Hotline	760-955-8723

SEXUAL ASSAULT HOT LINES:

Additional resources:

Inland Counties Legal Services	909-884-8615
Legal Aid (9:00 am—12:00 noon)	909-889-7328

Si Ud. es victima de un acto criminal o es un testigo llamado para compadecer ante la Corte Municipan o Superior, el Programa de Asistencia de Victimas y Testigos existe para ayudarlo. Telefono: 909-387-6540

Sober Living

Action Alliance Sober Living Services

Referral to AA/NA based programs. Both men and women's houses. 951-544-8733

A.C.T.S. Alcohol Chemical Treatment Services

Reverend Patrick Garret 1123 Cactus Ave. Rialto, CA 909-820-2393 Free substance abuse treatment.

Alcoholics Anonymous

909-628-4428 909-825-4700

Compass Intervention Programs

909-790-0161

Anger management Domestic violence classes.

HOPE Resource Group

415 Foothill Blvd. Claremont CA 91711 909-489-3211

Narcotics Anonymous

Tom Kanavos 951-965-4708

Salvation Army Rehabilitation

303 South Doolittle Rd. San Bernardino, CA 92415 909-889-9605

Finding Quality Sober Living Homes in Southern California

Sober living homes provide safe and supportive residential environments for people recovering from alcoholism and drug addiction. Sober living has been proven to dramatically improve recovery outcomes. Providers on the Network referral list can be found almost everywhere in Southern California. Most homes are affordable by those able to work.

Sober living homes do not provide treatment or counseling services for which a treatment facility license is required, as defined in California law. Sober living homes are also not able to provide care and supervision to severely physically and mentally disabled persons as defined by the State Community Care Licensing Law.

Recovering persons referred to sober living must meet the following requirements:

- They must be able to take care of themselves fully on a daily basis
- They must be active in their own personally developed recovery program

The following pages list sober living homes contact information as well as Inpatient/Outpatient treatment facilities and other helpful resources.

Call **800-799-2084** to find homes in Los Angeles, Orange, Riverside, San Bernardino and San Diego Counties. Hours 9:00 A.M. to 7:00 P.M. Or visit on the web at: **www.soberhousing.net**

What will it cost me?

Many sober living homes are priced based on a sliding fee schedule.

Rates will also depend on the number of people sharing a room.

Is there any funding available?

County funding may be available at some Sober Living Homes.

Ask the house manager if they accept county funding assistance.

Program Name	Sober Living	In-Patient	Out-Patient	Male	Female	Co-ed	Children	Cost	City
Avenues 1666 Vejar Ave. Pomona, CA 91766 909-622-6060	Х			×				\$400 shared	Pomona
Barstow Recovery Svc 308 E. Fredrick St Barstow, CA 92311 760-256-7313		X		×	X			90 day program Rates vary, call	Barstow
Carolee's Sober Living 10581 Roxbury Ave Bloomington, CA 92316 951-764-1380 cell 909-877-3874 home	×				X			\$400 shared	Bloomington
Cedar House 18612 Santa Ana Ave. Bloomington, CA 92316 909-421-7120		×	×	×				\$2,625 mo. Private pay or some county funding may be available.	Bloomington
Cedar House (Maple House) 1088 Maple Ave. Bloomington, CA 92316 909-421-7120		×	×		X		X	Private pay or some county funding may be available. Woman with children only.	Bloomington
Drug Alternative 11868 Arliss Dr. Grand Terrace, CA 92313 909-783-1094	X			×				Rates vary, call for info	Grand Terrace
Fontana Ranch 17776 Citron Ave. Fontana, CA 92335 909-936-3212	X		×	×				\$450 shared	Fontana
Foothill Family Shelter 1501 W. Mill Street San Bernardino, CA 92411 909-920-5568		×		×	X		X	120 days max application process	San Bernardino
Garbriel's House 909-335-9530	X					X		\$335 share	Yucca Valley
Gibson House for Men 1100 North D St. San Bernardino, CA 92410 909-884-0840		X		X				6-8 wk wait list Rates vary, all for info Residential program	San Bernardino

Program Name	Sober Living	In-Patient	Out-Patient	Male	Female	Co-ed	Children	Cost	City
Gibson House for Women 1135 & 1139 North "D" St. San Bernardino, CA 92410 909-888-6956		×			×			Rates vary, call for info	San Bernardino
Got Recovery Inc Sober Living 3475 Mulberry St Riverside, CA 92501 951-328-8778	×			×				\$425 mo + \$25 first month processing fee	Riverside
Harmony House 9841 Lombardy Ave. Bloomington, CA 92316 951-205-5753	×				×			\$415 shared	Bloomington
His House 23950 Prado Ln. Colton, CA 92324 909-981-6121	×			×				\$500 shared	Colton
His House 239 W. 9th St. Upland, CA 91786 877-264-9942 TOLL FREE	X	X		×				\$500 shared	Upland
Home Life Sober Living 760-684-5454 13653 Gemini St. Victorville, CA 92392	X			×				\$400	Victorville
Hope Homes www.hopehomes.us 909-864-0644 office 18985-18999 Cajon Blvd. San Bernardino, CA 92407	×			×		×		\$425 - \$675	Devore & San Bernardino
House of Angels 909-883-6002 3664 North E. St. Collect calls accepted San Bernardino, CA 92405	×				×		X	\$400 (single) \$450 (with child)	San Bernardino
House of Faith/House of Hope 760-246-5835 PO Box 1141	X	X		×				\$450 Sober Living call one month ahead & Residential treatment is available.	Adelanto
Inland Valley Recovery 909-932-1069 Several Sites Some Insurance OK.	×	×	×	×	×		×	Sober Living \$16 per day Residential \$3,750 (30 days)	Upland/ Ontario & San Bernardino

Program Name	Sober Living	In-Patient	Out-Patient	Male	Female	Co-ed	Children	Cost	City
Jubilee House for Women 951-776-1581 18676 Oakpark Dr. Riverside, CA 92504	Х				Х		Х	\$500 shared	Riverside
Jubilee House for Men 951-445-1581 33422 Lime St Riverside, CA 92501	Х			Х				\$400 shared	Riverside
Let's Be Clean 909-889-4597 1356 N Arrowhead Ave San Bernardino, CA 92405	X					X		\$350 shared	San Bernardino
Living Word Harvest Ctr. 909-613-1495 5151 "F" St. Chino, CA 91710	X			X				Residents sell candy to cover living expenses.	Chino
Living Word Harvest Ctr. (Woman's) 951-347-9396 13369 Fifth St Chino, CA 91710	X				×			Residents sell candy to cover living ex- penses.	Chino
Maggie's Haven 909-873-4618 1365 West Grove Street Rialto, CA 92376	X				X			\$400	Rialto
Mambo House 909-534-1148 1241 Lee St Loma Linda CA 92354	X	X						\$450 + \$175 intake fee	Loma Linda
Metcalf Recovery Ranch 760-922-8625 9826 18th Ave. Blyth, CA 92225		X	×	×				45-60 day Residential program rates vary, call for fees.	Blythe
MFI 951-683-6596 local 800-923-5634 toll free Several location throughout Riverside County Outpatient - Riverside		×	×	×	×		×	Intended for Riverside resident s. Other counties rate: private pay & insurance only.	Residential sites in Murrieta, San Jacinto & Banning

		1	1						
Program Name	Sober Living	In-Patient	Out-Patient	Male	Female	Co-ed	Children	Cost	City
New Start Living for Woman 626-786-7973 1172 N. "D" St San Bernardino, CA 92410	X				X			\$300 shared rooms	San Bernardino
New Start Living for Men 626-786-7973 229 N. K St San Bernardino, CA 92410	X			X				\$350 shared rooms	San Bernardino
New House Administration 909-881-0390 or 909-881-0389 2130 North Arrowhead Ave. Ste 112 San Bernardino, CA 92405		X		×	X		X	Residential rates vary approx., \$1800 or sliding fee.	San Bernardino
Palomeros Sober Living (Formerly Impetus, Inc) 909-629-4709 Several Locations	X			X		X		\$400 shared	Ontario and Pomona
Panorama Ranch 760-366-9100 65675 Sullivan Rd. Joshua Tree, CA 92252		х		Х	Х			90 day residential program. County funding, call	Joshua Tree
Pine Ridge Treatment 909-867-7027 2727 Highland Dr. Running Springs, CA 92382		Х		Х				SASCA funded beds	Running Springs
Pine Ridge Treatment 760-248-9199 9401 Crystal Creek Lucerne Valley, CA 92356		х				X		\$9,500 month/ private insurance	Lucerne Valley
Ponderosa House 951-956-3723 17130 Van Buren Blvd Riverside, CA 92504	Х			Х				\$390	Riverside
Prototypes Women Center 909-624-1233 837, 845 East Arrow Hwy. Pomona, CA 91767 For those struggling with mental health and substance abuse issues may call 909-398-4383		×	×		×		×	Residential 9-18 mo Inpatient and Outpatient facilities Gov Funding & Sliding fee scale	Pomona

Program Name	Sober Living	In-Patient	Out-Patient	Male	Female	Co-ed	Children	Cost	City
Salvation Army Adult Rehabilitation Center 909-889-9605		X		X				Work Therapy	San Bernardino
Salvation Army Residential Facility 951-940-5790 24201 Orange Ave, Perris, CA 92570		Х		Х				Work Therapy	Perris
Serenity Castle Ranch 951-378-4245 18654 Cajon Blvd. San Bernardino, CA 92407	Х			Х				\$400	Devore Area
St. John of God 760-241-4917 13333 Palmdale Rd. Victorville, CA 92392	Х	X	X	X	X	X	X	\$450 per month (with county asst.) or \$2,750 private pay	Victorville
The Cottages 909-725-7540 528 Cottage Ln (Men) 568 Temple Ln (Woman) Big Bear Lake, CA 92315	Х			X	Х			\$350 Or \$100 per week	Big Bear Lake
Time for Change Foundation 909-886-2994	Х				X		X	No cost, children up to 5 yrs	San Bernardino
True Vines Men's Home 909-884-7087 1550 N. "E" St San Bernardino, CA 92405	Х	Х	х	Х				\$350 shared room	San Bernardino
Victory Outreach Church San Bernardino, CA 92412 (909) 884-1921 760-245-0042		Х		Х	Х			No fee	San Bernardino
Walter Hoving Home 626-405-0950 (accepts collect calls) 127 South El Molina Avenue Pasadena, CA 91101	X	X			X		X	\$500 per month (paid through spon- sorship)	Pasadena
Winner's Circle 6593 Merito Ave San Bernardino, CA 92404 951-538-3247	×		×	X				\$450 shared \$550 single	San Bernardino

Public Housing

Assistance with low cost housing throughout San Bernardino County.

Hours: 9am-4pm Monday-Friday (most offices are closed every other Friday call for information)

Adelanto, Apple Valley, Hesperia and Victorville areas:

15465 Seneca Rd. Victorville 760-243-1043

Barstow area:

421 South 7th St. Barstow 760-256-8814

Bloomington, Colton, Fontana, Rialto areas:

772 Pine St. Colton 909-824-8277

Chino, Montclair, Ontario, and Rancho Cucamonga areas:

13088 Monte Vista Ave. Chino 909-628-3413

Ontario area:

424 N. Lemon Ave. Ontario 909-983-1318

Redlands, Highland, Yucaipa and Loma Linda areas:

131 East Lugonia Ave. Redlands 909-890-5320

San Bernardino area:

672 N. Waterman Ave. San Bernardino 909-890-9533

Maplewood Homes Office

1738 West 9th St. San Bernardino 909-890-5350

Waterman Gardens Office

425 Crestview Ave. San Bernardino 909-885-1593

<u>Please note</u>: the Housing Authority is not funded for emergency housing. Individuals requiring immediate assistance may wish to contact the homeless and emergency resources provided.

Affordable Housing Resources

Habitat for Humanity International Inc.

P.O. Box 1550 Redlands, CA92373 909-307-2362

Inland Fair Housing Mediation Board 909-984-2254

North Town Las Casitas Inc.

8599 Haven Ave Ste 206 Rancho Cucamonga CA 91730 909-980-0465

Southern California Housing Development Corp 909-483-2444

9065 Haven Ave Ste 100 Rancho Cucamonga CA 91730

HUD approved Housing Counseling

Providing assistance with the following: Financial Management, Budget Counseling, and Mortgage Counseling. Charge for some services.

Clearpoint Financial Solutions Inc.

242 E. Airport Rd Suite 107 San Bernardino, CA 92408 800-750-2227

Neighborhood Housing Services of the Inland Empire Inc.

4361 Latham St. Riverside CA 92501 951-530-1790

Neighborhood Partnership Housing Services Inc.

320 West G St. Suite 103 Ontario, CA 91762 800-761-6747

Housing Opportunities Group Inc.

863 N 10th Ave Upland, CA 91786 909-949-0159

Nid-hca Inland Empire

2050 N. Mount Vernon Ave San Bernardino, CA 92411 909-887-8700

Low Cost Housing Resources

Adobe Villas Apartments

73747 Raymond Way Twentynine Palms, CA 92277 760-367-2966 I to 3 Bedroom Units

Alpine Woods

430 W. Alpine St. Upland, CA 91786 909-982-8454 I and 2 Bedroom Units

Arbor Park Apartments

895 N. Mountain Ave. Upland, CA 91786 909-985-7368 I and 2 Bedroom Units

Ascot Park Apartments

1422 East 9th St. San Bernardino, CA 92410 909-884-5575 2 Bedroom Units

Ceres Avenue Apartments

16254 Ceres Ave. Fontana, CA 92335 909-350-4222 I and 2 Bedroom Units

Citrus Grove

8845 Citrus Ave. Fontana, CA 92335 909-889-8417 3 and 4 Bedroom Units

Foothill Villas

2631 W. 2nd. St.
San Bernardino, CA 92410
909-888-0131
I to 3 Bedroom Units

Hillcrest Apartments

8015 Citrus Ave. Fontana, CA 92335 909-822-6666 I and 2 Bedroom Units

Lilly Hill Apartments

1001 Lilly Hill Dr. Needles, CA 92363 760-326-2433 I to 3 Bedroom Units

Little Zion Manor

2000 Jubilee Ct.
San Bernardino, CA 92411
909-880-1858
I to 3 Bedroom Units

Marygold Gardens Apartments

I7215 Marygold Ave. Fontana, CA 92335 909-822-8046 I to 3 Bedroom Units

Meadowbrook Park and Tower Apartments

191 West 2nd St.
San Bernardino, CA 92408
909-889-6319
I to 3 Bedroom Units

New West I

18167 Mindanao St. Bloomington, CA 92316 213-252-5997 Mgt Co. 3 Bedroom Units

New West II

10656 Maple St. Bloomington, CA 92316 213-252-5997 Mgt Co. 3 Bedroom Units

Northside Commons

16733 Sunhill Dr. Victorville, CA 92392 760-843-1800 I to 4 Bedroom Units

Northwoods Apartments

1662 W. Arrow Rte. Upland, CA 91786 909-946-0169 I and 2 Bedroom Units

Nhdc Apartments Inc.

Extensive listings throughout the Rancho Cucamonga area. Call for referrals. 909-483-2444

Low Cost Housing Resources

Ontario Townhouses

1360 E. "D" St.
Ontario, CA 91764
909-986-5357
2 and 3 Bedroom Units

San Bernardino Village Green

2122 West Chestnut St. San Bernardino, CA 92410 909-888-3001 2 and 3 Bedroom Units

Sherwood Villa

14900 Arlette Dr. Victorville, CA 92394 760-243-7713 I and 2 Bedroom Units

Sterling Village

7630 Sterling Ave.
San Bernardino, CA 92410
909-381–3968
I to 3 Bedroom Units

Sun West Villas

6947 Mohawk Trail Yucca Valley, CA 92284 760-365-3453 2 and 3 Bedroom Units

The Twentynine Palms

5862 Bagely Ave.
Twentynine Palms, CA 92277
760-367-3543
I to 3 Bedroom Units

The Village at Victorville

16711 Chalon Rd. Victorville, CA 92392 760-955-1800 I to 3 Bedroom Units

Valencia Woods Apartments

I6311 Valencia Ave. Fontana, CA 92355 909-427-9430 I and 2 Bedroom Units

Virginia Terrace

615 E. Virginia Way Barstow, CA 92311 760-256-0341 I to 3 Bedroom Units

Vista Park Chino

5819 Riverside Dr. Chino, CA 91710 909-591-4212 2 and 3 Bedroom Units

Willow Village

1150 N. Willow Ave. Rialto, CA 92376 909-874-3430 2 and 3 Bedroom Units

Woodhaven Manor

6230 Haven Ave.
R. Cucamonga,91701
909-980-3106
2 and 3 Bedroom Units

Inland Fair Housing & Mediation Board

909-984-2254 or 800-321-0911

Utility Assistance

Home Energy Assistance Program (HEAP) is provided in the form of a credit on you utility bill for gas, electric, wood or propane. No cash or checks are ever distributed to clients directly. Credits are paid out directly to the utility companies, or wood and propane vendors. There are three ways by which you may obtain assistance:

Energy Crisis Intervention Program (ECIP) provides assistance to low-income households that are in a crisis situation. Examples include a household that has <u>received a 24 or 48-hour disconnect notice</u> or service termination by their utility company or an energy-related crisis of life-threatening emergency exists in the applicant's household.

For Emergency Utility Assistance you must have a disconnected and final call notices on utility accounts. *Clients must:*

- Call HEAP Direct Appointment Lines 909-723-1680 or 909-723-1681 for an appointment Monday-Friday between 8:00 am and 4:45 pm. Clients are no longer taken on a walk-in basis.
- Attend one of the scheduled Energy Education Workshops available on Tuesdays, Wednesdays, or Thursdays at 8:00 am or 1:00 pm Be early and prepared with all required documents. Call our workshop number at 909-723-1500, and select option 2, then option 2 again for requirements.

Non Emergency Utility Assistance

Clients without a disconnect notice, may apply for an annual HEAP credit by contacting HEAP to receive an application packet by mail to be returned to us completely filled out. You may also download the required forms from the website listed below and mail them back to HEAP. It takes six to eight weeks once the application is approved for the credit to be applied to your specified utility bill.

Wood and Propane

Clients may apply for Wood or Propane assistance by contacting HEAP to receive an application packet by mail to be returned to completely filled out. You may also download the required forms from the website listed below and mail them back to HEAP. It takes four to six weeks once the application is approved for the credit to be applied to your specified vendor.

For more information, contact us: EEES HEAP 909-723-1620 ~ Fax 909-723-1609 Monday- Friday 8:00 am to 5:00 pm

Mail all documentation to:
ATTN: HEAP PROGRAM
696 S.Tippecanoe Ave. San Bernardino, CA 92415-0610

www.co.san-bernardino.ca.us/capsbc/eeesheap.html

Disability Resources

Social Security Disability Benefits

Apply online at: www.ssa.gov or call the toll-free number 800-772-1213 M-F 7am-7pm to make an appointment or visit your local SSA office.

State Disability Insurance/SDI

Employment Development Department 800-480-3237

Family Resource Network

Parent support for families with children who are disable 0-3 year of age. 800-974-5553

Disabled Student Services

Special Education Local Plan Area (SELPA) The goal of SELPA is to coordinate services to member districts so that students with disabilities have equal education opportunities in the most effective, efficient and cost effective manner practical.

Desert/Mountain SELPA 760-242-6336

East Valley SELPA 909-777-0835

Fontana Unified School District SELPA 909-357-5000

Morongo Unified School District SELPA 760-367-9191

San Bernardino City Unified School Dist. SELPA 909-880-6863

West End SELPA 909-481-4547 x 255

HICAP Free Medicare Counseling available throughout California 800-434-0222

Rolling Start

Population served: Individuals with spinal cord injury.

Core services include: Personal Assistant Referral, Housing Information, Systems and



Individual Advocacy, Peer Counseling, Information and Referral, and Independent Living Skills Training. Recently Assistive Technology Services has also been added as a very important component to assist persons with disabilities in becoming or remaining independent in their home, community and in the workplace.

570 West 4th St. Ste #107 San Bernardino, CA 92401

Phone: 909-884-2129 Fax: 909-386-7446 TTY: 909-884-7396 rs.inc@verizon.net

15400 Cholame Rd. #B Victorville, CA92392

Phone: 760-843-7959

Outside Inland Empire call: 1-800-220-0975

Assistive Technology Services

570 West 4th St. Ste #107 San Bernardino, CA 92401

Phone: 909-884-2129 Fax: 909-386-7446 TTY: 909-884-7396

sheila.rs@verizon.net

The office hours are 8am-5pm Monday - Friday (Closed for lunch 12pm -1pm).

California Voters Rights

AM I ELIGIBLE TO VOTE?

Many inmates are not aware of the fact that they may be eligible to register and vote in California elections.

There are issues on the election ballot that may affect inmates and their families. Inmates are encouraged to exercise their voting rights to express opinions on those issues.

Contrary to popular belief, persons who have been convicted of a felony in California may be eligible to register and vote after they have served their sentence and are no longer on parole.

For more information Call Toll Free: 1-800-881-VOTE (8683) or on-line at: www.ss.ca.gov/elections

VOTER REGISTRATION REQUIREMENTS

If you are an inmate in a San Bernardino County Jail and want to register to vote, you must meet the following requirements.

Section 12/510.0 Inmate Voting Eligibility-An Incarcerated inmate may vote in local, state, and federal elections if:

- He is at least 18 years old at the time of the election;
- He is not serving time for a felony conviction;
- He is not on parole;
- He is a citizen of the United States.

Pre-sentenced detainees accused of a felony or misdemeanor may have the right to vote. The Registrar-Recorder will make the final determination regarding an inmate's right to vote.

Inmate Voting Guides, registration forms, and ballots are available at the San Bernardino County Registrar of Voters. Inmates are encouraged to contact the Registrar of Voters office directly for election information (909) 387-8300.

Veteran's Affairs

San Bernardino County is home to 250,000 veterans, dependents and survivors. We are grateful for the sacrifices made by our veterans and their families in defense of our freedom. Professional veterans' advocates are available to help veterans and their families obtain benefits from federal, state and local agencies.

San Bernardino County Veterans Affairs	909-387-5516
San Bernardino, CA 92415	www.sbcounty.gov/va
Services also available in Barstow, Chino, Ft. Irwin, Hesperia, I Palms and Yucca Valley. Call the San Bernardino location to ve these satellite offices.	
Cal-Vet Home Loan Information www.calvetloans.us	866-472-8387
California Dept. of Veterans Affairs www.cdva.ca.gov	800-952-5626

Inland Empire Veterans Stand Down Assistance......909-888-7454

U.S. Department of Veterans Affairs......900-827-1000

National Personnel Records Center (for military records) www.archives.gov/veterans/military-service-records

www.va.gov

VA Life Insurance Center......800-669-8477 www.insurance.va.gov

VA Medical Center, Loma Linda......909-825-7084 www.lom.med.va.gov

Veterans Home of California, Barstow......800-746-0606

VA Homeless Veteran/VA Justice Outreach Program.

(For Incarcerated Veterans)

VA Loma Linda Healthcare System
11201 Benton St.
Loma Linda, CA 92357
www.lom.med.va.gov

Veterans Justice Outreach Specialist 909-825-7084 ext 5018

NOTES

San Bernardino County Offices Quick Reference Guide

AIDCLL	000 222 4/2/
AIDS Hotline	800-232-4636
Aging and Adult Services	909-891-3900
Alcohol and Drug Prevention	909-387-6280
Animal Control	800-472-5609
Arrowhead Regional Medical Center	909-580-1000
Assessor/Tax Collector	909-387-8308
Behavioral Health	909-421-9340
Birth/Death Certificates	909-387-8314
Bus Schedules Omnitrans Hotline	800-966-6428
California Children's Services Medical	909-387-8400
Child Support Services	909-799-1790
Children's Network	909-383-9677
Code Enforcement	<u>909-387-8311</u>
Community Action Partnership	909-723-1500
Coroner's Office	909-387-297 <u>8</u>
Crisis Line	909-886-6737
Department of Children's Services	800-827-8724
District Attorney	909-387-8309
Elder Abuse Hotline	877-565-2020
First 5 Program	909-386-7706
Foster and Adoption Services	800-722-4477
Housing Authority	909-890-0644
Immunizations	800-722-4794
In-Home Supportive Services	877-800-454 <u>4</u>
Libraries (San Bernardino County)	909-387-5720
Literacy Hotline	909-387-5730
Maternal Health	800-227-3034
Marriage Licenses	909-387-8334
Medically Indigent Program	909-580-2660
Medicare Health Insurance Counseling	800-434-0222
Poison Control Hotline	800-222-1222
Preschool Services	909-383-2000
Probation	909-387-5841
Psychiatric Crisis Mobile Response Morongo Basin	760-365-6558
Psychiatric Crisis Mobile Response San Bernardino	909-458-9628
Public Defender	909-387-8373
Public Health	800-782-4264
Public Health TTY	909-387-6359
Senior Information & Assistance	800-510-2020
Superior Courts	909-387-6500
TB Testing	909-383-3287
Transitional Assistance (Welfare)	909-388-0245
Veteran's Affairs	909-387-5516
Workforce Development	800-451-IOBS
Transacte Development	



Distributed by:
San Bernardino County
Sheriff's Department
Detention and Corrections Bureau

MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES TITLE 15-CRIME PREVENTION AND CORRECTIONS DIVISION 1, CHAPTER 1, SUBCHAPTER 4

2008 REGULATIONS

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ARTICLE 1. GENERAL INSTRUCTIONS

1004. Severability.

If any article, section, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the State Corrections Standards Authority, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1005. Other Standards and Requirements.

Nothing contained in the standards and requirements hereby fixed shall be construed to prohibit a city, county, or city and county agency operating a local detention facility from adopting standards and requirements governing its own employees and facilities; provided, such standards and requirements meet or exceed and do not conflict with these standards and requirements. Nor shall these regulations be construed as authority to violate any state fire safety standard, building standard, or health and safety code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1006. Definitions.

The following definitions shall apply:

"Administering Medication," as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (undispensed), or dispensed supplies.

"Administering segregation" means the physical separation of different types of inmates from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of these regulations. Administrative segregation is accomplished to provide that level of control and security necessary for good management and the protection of staff and inmates.

"Alternate means of compliance" means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Corrections Standards Authority pursuant to an application.

"Average daily population" means the average number of inmates housed daily during the last fiscal year.

"Contact" means any physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. Sight contact is clear visual contact between adult inmates and juveniles within close proximity to each other. Sound contact is direct oral communication between adult inmates and juvenile offenders.

"Corrections Standards Authority" means the State Corrections Standards Authority, which board acts by and through its executive director, deputy directors, and field representatives.

"Court Holding facility" means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

"Custodial personnel" means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose primary duties are the supervision of inmates.

"Delivering Medication," as it relates to managing legally obtained drugs, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

"Developmentally disabled" means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

"Direct visual observation" means direct personal view of the inmate in the context of his/her surroundings without the aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.

"Disciplinary isolation" means that punishment status assigned an inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit separate from regular jail inmates.

"Dispensing," as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

"Disposal," as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.

"Emergency" means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.

"Emergency medical situations" means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

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"Exercise" means physical exertion of large muscle groups.

"Facility/system administrator" means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.

"Facility manager" means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

"Health authority" means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

"Health care" means medical, mental health and dental services.

"Jail," as used in Article 8, means a Type II or III facility as defined in the "Minimum Standards for Local Detention Facilities."

"Labeling," as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.

"Law enforcement facility" means a building that contains a Type I Jail, Temporary Holding Facility, or Lockup. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

"Legend drugs" are any drugs defined as "dangerous drugs" under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

"Licensed health personnel" includes but is not limited to the following classification of personnel: physician/psychiatrist, dentist, pharmacist, physician's assistant, registered nurse/nurse practitioner/public health nurse, licensed vocational nurse, and psychiatric technician.

"Living areas" means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

"Local detention facility" means any city, county, city and county or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.

"Local detention system" means all of the local detention facilities that are under the jurisdiction of a city, county or combination thereof whether publicly or privately operated. Nothing in the standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

"Local Health Officer" means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

"Lockup" means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested; sentenced prisoners who are inmate workers may reside in the facility to carry out appropriate work.

"Managerial custodial personnel" means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

"Mental Health Director," means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the facility or system mental health program.

"Non-secure custody" means that a minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility; and

- (1) the minor is under constant direct visual observation by the staff;
- (2) the minor is not locked in a room or enclosure; and,
- (3) the minor is not physically secured to a cuffing rail or other stationary object.

"Non-sentenced inmate," means an inmate with any pending local charges or one who is being held solely for charges pending in another jurisdiction.

"Over-the-counter (OTC) Drugs," as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).

"People with disabilities" includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance. "Pilot Project" means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Corrections Standards Authority.

"Procurement," as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.

"Psychotropic medication" means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

"Rated capacity" means the number of inmate occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary isolation housing, were planned and designed in conformity to the standards and requirements contained in Title 15 and Title 24.

"Regional Center for Developmentally Disabled" means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities. Such centers will be referred to as regional centers in these regulations.

"Remodel" means to alter the facility structure by adding, deleting, or moving any of the buildings' components thereby affecting any of the spaces specified in Title 24, Section 2-470A.

"Repackaging," as it relates to managing legally obtained drugs, means the transferring of medications from the original manufacturers' container to another properly labeled container.

"Repair" means to restore to original condition or replace with like-in-kind.

"Safety checks" means regular, intermittent and prescribed direct, visual observation to provide for the health and welfare of inmates.

"Secure detention" means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.

"Security glazing" means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

"Sentenced inmate," means an inmate that is sentenced on all local charges.

"Shall" is mandatory; "may" is permissive.

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"Sobering cell" as referenced in Section 1056, refers to an initial "sobering up" place for arrestees who are sufficiently intoxicated from any substance to require a protected environment to prevent injury by falling or victimization by other inmates.

"Storage," as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.

"Supervision in a law enforcement facility" means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.

"Supervisory custodial personnel" means those staff members whose duties include direct supervision of custodial personnel.

"Temporary custody" means that the minor is not at liberty to leave the law enforcement facility.

"Temporary Holding facility" means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility or appearance in court.

"Type I facility" means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

"Type II facility" means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

"Type III facility" means a local detention facility used only for the detention of convicted and sentenced persons.

"Type IV facility" means a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1007. Pilot Projects.

The pilot project is the short-term method used by a local detention facility/system, approved by the Corrections Standards Authority, to evaluate innovative programs, operations or concepts which meet or exceed the intent of these regulations.

The Corrections Standards Authority may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local detention facility. An application for a pilot project shall include, at a minimum, the following information:

- (a) The regulations which the pilot project will affect.
- (b) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (c) The applicant's history of compliance or non-compliance with standards.
- (d) A summary of the "totality of conditions" in the facility or facilities, including but not limited to;
 - (1) program activities, exercise and recreation;
 - (2) adequacy of supervision;
 - (3) types of inmates affected; and,
 - (4) inmate classification procedures.
- (e) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary and why the particular approach was selected.
- (f) The projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any.
- (g) A plan for developing and implementing the pilot project including a time line where appropriate.
- (h) A statement of how the overall goal of providing safety to staff and inmates will be achieved.

The Corrections Standards Authority shall consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Corrections Standards Authority members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for a pilot project is approved by the Corrections Standards Authority, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Corrections Standards Authority shall not exceed twelve months after its approval date. When deemed to be in the best interest of the

application, the Corrections Standards Authority may extend the expiration date for up to an additional twelve months. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance as described in Section 1008 of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6029, Penal Code.

1008. Alternate Means of Compliance.

The alternate means of compliance is the long-term method used by a local detention facility/system, approved by the Corrections Standards Authority, to encourage responsible innovation and creativity in the operation of California's local detention facilities. The Corrections Standards Authority may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations after the pilot project process has been successfully evaluated (as defined in Section 1007). The city, county, or city and county must present the completed application to the Corrections Standards Authority no later than 30 days prior to the expiration of its pilot project.

Applications for alternate means of compliance must meet the spirit and intent of improving jail management, shall be equal to or exceed the existing standard(s) and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- (a) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (b) The applicant's history of compliance or non-compliance with standards.
- (c) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (1) program activities, exercise and recreation;
 - (2) adequacy of supervision;
 - (3) types of inmates affected; and,
 - (4) inmate classification procedures.
- (d) A statement of the problem the alternate means of compliance is intended to solve, how the alternative will contribute to a solution of the problem and why it is considered an effective solution.
- (e) The projected costs of the alternative and projected cost savings to the city, county, or city and county if any.
- (f) A plan for developing and implementing the alternative including a time line where appropriate.
- (g) A statement of how the overall goal of providing safety to staff and inmates was achieved during the pilot project evaluation phase (Section 1007).

The Corrections Standards Authority shall consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Corrections Standards Authority members from

requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for an alternate means of compliance is approved by the Corrections Standards Authority, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. The Corrections Standards Authority may require regular progress reports and evaluative data as to the success of the alternate means of compliance. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Corrections Standards Authority may revise the minimum jail standards during the next biennial review (reference Penal Code Section 6030) based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6029, Penal Code.

ARTICLE 2. INSPECTION AND APPLICATION OF STANDARDS

1010. Applicability of Standards.

- (a) All standards and requirements contained herein shall apply to Types I, II, III and IV facilities except as specifically noted in these regulations.
- (b) Court holding facilities shall comply with the following regulations:
 - (1) 1012, Emergency Suspensions of Standards or Requirements
 - (2) 1018, Appeal
 - (3) 1024, Court Holding and Temporary Holding Facility Training
 - (4) 1027, Number of Personnel
 - (5) 1028, Fire and Life Safety Staff
 - (6) 1029, Policy and Procedures Manual
 - (7) 1032, Fire Suppression Preplanning
 - (8) 1044, Incident Reports
 - (9) 1046, Death in Custody
 - (10) 1050, Classification Plan
 - (11) 1051, Communicable Diseases
 - (12) 1052, Mentally Disordered Inmates
 - (13) 1053, Administrative Segregation
 - (14) 1057, Developmentally Disabled Inmates
 - (15) 1058, Use of Restraint Devices
 - (16) 1068, Access to Courts and Counsel
 - (17) Title 24, Section 13-102(c)1, Letter of Intent

- (18) Title 24, Section 13-102(c)3, Operational Program Statement
- (19) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (20) Title 24, Section 13-102(c)6C, Design Requirements
- (21) Title 24, Section 470A.2, Design Criteria for Required Spaces
- (22) Title 24, Section 470A.3, Design Criteria for Furnishings and Equipment
- (23) 1200, Responsibility for Health Care Services
- (24) 1219, Suicide Prevention Program
- (25) 1220, First Aid Kit(s)
- (26) 1246, Food Serving and Supervision
- (27) 1280, Facility Sanitation, Safety, Maintenance
- (c) In addition to the regulations cited above, court holding facilities that hold minors shall also comply with the following regulations:
 - (1) 1046, Death in Custody
 - (2) 1047, Serious Illness of a Minor in an Adult Detention Facility
 - (3) 1160, Purpose
 - (4) 1161, Conditions of Detention
 - (5) 1162, Supervision of Minors
 - (6) 1163, Classification
- (d) Temporary holding facilities shall comply with the following regulations:
 - (1) 1012, Emergency Suspensions of Standards or Requirements
 - (2) 1018, Appeal
 - (3) 1024, Court Holding and Temporary Holding Facility Training
 - (4) 1027, Number of Personnel
 - (5) 1028, Fire and Life Safety Staff
 - (6) 1029, Policy and Procedures Manual
 - (7) 1032, Fire Suppression Preplanning
 - (8) 1044, Incident Reports
 - (9) 1046, Death in Custody
 - (10) 1050, Classification Plan
 - (11) 1051, Communicable Diseases
 - (12) 1052, Mentally Disordered Inmates
 - (13) 1053, Administrative Segregation
 - (14) 1057, Developmentally Disabled Inmates
 - (15) 1058, Use of Restraint Devices
 - (16) 1067, Access to Telephone
 - (17) 1068, Access to Courts and Counsel
 - (18) Title 24, Section 13-102(c)1, Letter of Intent
 - (19) Title 24, Section 13-102(c)3, Operational Program Statement
 - (20) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
 - (21) Title 24, Section 13-102(c)6C, Design Requirements
 - (22) Title 24, Section 470A.2, Design Criteria for Required Spaces
 - (23) Title 24, Section 470A.3, Design Criteria for Furnishings and Equipment
 - (24) 1200, Responsibility for Health Care Services
 - (25) 1207, Medical Receiving Screening
 - (26) 1209, Transfer to Treatment Facility
 - (27) 1212, Vermin Control

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- (28) 1213, Detoxification Treatment
- (29) 1219, Suicide Prevention Program
- (30) 1220, First Aid Kit(s)
- (31) 1240, Frequency of Serving
- (32) 1241, Minimum Diet
- (33) 1243, Food Service Plan
- (34) 1246, Food Serving and Supervision
- (35) 1280, Facility Sanitation, Safety, Maintenance
- (e) The following sections are applicable to temporary holding facilities where such procedural or physical plant items are utilized.
 - (1) 1055, Use of Safety Cell
 - (2) 1056, Use of Sobering Cell
 - (3) 1058, Use of Restraint Devices
 - (4) 1080, Rules and Disciplinary Penalties
 - (5) 1081, Plan for Inmate Discipline
 - (6) 1082, Forms of Discipline
 - (7) 1083, Limitations on Disciplinary Actions
 - (8) 1084, Disciplinary Records
 - (9) Title 24, Section 470A.2.1 Area for Reception and Booking
 - (10) Title 24, Section 470A.2.3 Sobering Cell
 - (11) Title 24, Section 470A.2.4 Safety Cell
 - (12) Title 24, Section 470A.3.4 Design Criteria for Showers
 - (13) Title 24, Section 470A.3.5 Design Criteria for Beds/Bunks
 - (14) Title 24, Section 470A.3.8 Design Criteria for Cell Padding
 - (15) 1270, Standard Bedding and Linen Issue
 - (16) 1272, Mattresses
- (f) Law enforcement facilities, including lockups, that hold minors in temporary custody shall, in addition to the previously cited applicable regulations, comply with the following regulations:
 - (1) 1046, Death in Custody
 - (2) 1047, Serious Illness of a Minor in an Adult Detention Facility
 - (3) 1140, Purpose
 - (4) 1141, Minors Arrested for Law Violations
 - (5) 1142, Written Policies and Procedures
 - (6) 1143, Care of Minors in Temporary Custody
 - (7) 1144, Contact Between Minors and Adult Prisoners
 - (8) 1145. Decision on Secure Detention
 - (9) 1146, Conditions of Secure Detention
 - (10) 1147, Supervision of Minors Held Inside a Locked Enclosure
 - (11) 1148, Supervision of Minors in Secure Detention Outside a Locked Enclosure
 - (12) 1149, Criteria for Non-secure Custody
 - (13) 1150, Supervision of Minors in Non-secure Custody
 - (14) 1151, Intoxicated and Substance Abusing Minors in a Lockup

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1012. Emergency Suspensions of Standards or Requirements.

Nothing contained herein shall be construed to deny the power to any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Corrections Standards Authority in writing in the event that such a suspension lasts longer than three days. In no event shall such a suspension continue more than 15 days without the approval of the chairperson of the Corrections Standards Authority for a time specified by him/her.

NOTE: Authority cited: section 6030, Penal Code. Reference: Section 6030 Penal Code.

1013. Criminal History Information.

Such criminal history information as is necessary for the conduct of facility inspections as specified in Section 6031.1 of the Penal Code and detention needs surveys as specified in Section 6029 of the Penal Code shall be made available to the staff of the Corrections Standards Authority. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6029, 6030, and 11105 Penal Code.

1016. Contracts for Local Detention Facilities.

In the event that a county, city or city and county contracts for a local detention facility with a community-based public or private organization, compliance with appropriate Title 15 and Title 24 regulations shall be made a part of the contract. Nothing in this standard shall be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6029, 6030, and 11105 Penal Code.

1018. Appeal.

The appeal hearing procedures are intended to provide a review concerning the Corrections Standards Authority application and enforcement of standards and regulations in local detention facilities and lockups. A county, city, or city and county facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

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- (a) Levels of Appeal.
 - (1) There are two levels of appeal as follows:
 - (A) appeal to the Executive Director; and,
 - (B) appeal to the Corrections Standards Authority.
 - (2) An appeal shall first be filed with the Executive Director.
- (b) Appeal to the Executive Director.

- (1) If a county, city, or city and county facility is dissatisfied with an action of the Corrections Standards Authority staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.
- (2) The appeal shall be in writing and:
 - (A) state the basis for the dissatisfaction;
 - (B) state the action being requested of the Executive Director; and,
 - (C) attach any correspondence or other documentation related to the cause for dissatisfaction.
- (c) Executive Director Appeal Procedures.
 - (1) The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.
 - (2) The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.
 - (3) The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.
- (d) Executive Director's Decision.
 - The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.
- (e) Request for Appeal Hearing by Board.
 - (1) If a county, city, or city and county facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the Corrections Standards Authority. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.
 - (2) The request shall be in writing and:
 - (A) state the basis for the dissatisfaction:
 - (B) state the action being requested of the Board; and,
 - (C) attach any correspondence related to the appeal from the Executive Director.
- (f) Board Hearing Procedures.
 - (1) The hearing shall be conducted by a hearing panel designated by the Chairman of the Board at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 7 days prior to the hearing.
 - (2) The procedural time requirements may be waived with mutual consent of the parties involved.
 - (3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.

- (4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.
- (5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.
- (6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Corrections Standards Authority at its next regular public meeting.
- (g) Corrections Standards Authority Decision.
 - (1) The Corrections Standards Authority, after receiving the proposed decision, may:
 - (A) adopt the proposed decision;
 - (B) decide the matter on the record with or without taking additional evidence; or,
 - (C) order a further hearing to be conducted if additional information is needed to decide the issue.
 - (2) the Board, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the Board to the appellant.
 - (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.
 - (4) The decision of the Corrections Standards Authority shall be final.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 3. TRAINING, PERSONNEL, AND MANAGEMENT

1020. Corrections Officer Core Course.

- (a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment.
- (b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1021. Jail Supervisory Training.

Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either

the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

NOTE: Authority cited: Section 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

1023. Jail Management Training.

Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.

NOTE: Authority cited: Section 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

1024. Court Holding and Temporary Holding Facility Training.

Custodial personnel who are responsible for supervising inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:

- (a) applicable minimum jail standards;
- (b) jail operations liability;
- (c) inmate segregation;
- (d) emergency procedures and planning; and,
- (e) suicide prevention.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Eight hours of refresher training shall be completed once every two years.

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmates, the employees' level of experience and training, and other relevant factors.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1025. Continuing Professional Training.

With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1027. Number of Personnel.

A sufficient number of personnel shall be employed in each local detention facility to conduct at least hourly safety checks of inmates through direct visual observation of all inmates and to ensure the implementation and operations of the programs and activities required by these regulations. There shall be a written plan that includes the documentation of routine safety checks.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall in like manner be immediately available and accessible to such females.

Additionally, in Type IV programs the administrator shall ensure a sufficient number of personnel to provide case review, program support, and field supervision.

In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Corrections Standards Authority staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, 6031 and 6031.1, Penal Code.

1028. Fire and Life Safety Staff.

Pursuant to Penal Code Section 6030(c), effective January 1, 1980, whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the Corrections Standards Authority for general fire and life safety. The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1029. Policy and Procedures Manual.

Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees.

- (a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:
 - (1) Table of organization, including channels of communications.
 - (2) Inspections and operations reviews by the facility administrator/manager.

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- (3) Policy on the use of force.
- (4) Policy on the use of restraint equipment, including the restraint of pregnant inmates as referenced in Penal Code Section 6030(f).
- (5) Procedure and criteria for screening newly received inmates for release per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.

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- (6) Security and control including physical counts of inmates, searches of the facility and inmates, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility.
- (7) Emergency procedures include:
 - (A) fire suppression preplan as required by section 1032 of these regulations;
 - (B) escape, disturbances, and the taking of hostages;
 - (C) civil disturbance:
 - (D) natural disasters;
 - (E) periodic testing of emergency equipment; and,
 - (F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.
- (8) Suicide Prevention.
- (9) Segregation of Inmates.

The policies and procedures required in subsections (6) and (7) may be placed in a separate manual to ensure confidentiality.

- (b) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5)
- (c) The manual for Type IV facilities shall include, in addition to the procedures required in subsection (a), except number (5), procedures for:
 - (1) accounting of inmate funds;
 - (2) community contacts;
 - (3) field supervision;
 - (4) temporary release; and
 - (5) obtaining health care.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1032. Fire Suppression Preplanning.

Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:

- (a) a fire suppression pre-plan by the local fire department to be included as part of the manual of policy and procedures (15 California Code of Regulations 1029);
- (b) regular fire prevention inspections by facility staff on a monthly basis with two year retention of the inspection record;
- (c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;
- (d) an evacuation plan; and,
- (e) a plan for the emergency housing of inmates in the case of fire.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030 and 6031.1, Penal Code.

ARTICLE 4. RECORDS AND PUBLIC INFORMATION

1040. Population Accounting.

Except in court holding and temporary holding facilities, each facility administrator shall maintain an inmate demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile. Facility administrators shall provide the Corrections Standards Authority with applicable inmate demographic information as described in the Jail Profile Survey.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1041. Inmate Records.

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual inmate records which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1044. Incident Reports.

Each facility administrator shall develop written policies and procedures for the maintenance of written records of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or his/her designee within 24 hours of the event of an incident.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1045. Public Information Plan.

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and inmates shall have available for review the following material:

- (a) The State Corrections Standards Authority minimum standards for local detention facilities as found in Title 15 of the California Code of Regulations.
- (b) Facility rules and procedures affecting inmates as specified in sections:
 - (1) 1045, Public Information Plan
 - (2) 1061, Inmate Education Plan

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- (3) 1062, Visiting
- (4) 1063, Correspondence
- (5) 1064, Library Service
- (6) 1065, Exercise and Recreation
- (7) 1066, Books, Newspapers, Periodicals and Writings
- (8) 1067, Access to Telephone
- (9) 1068, Access to Courts and Counsel
- (10) 1069, Inmate Orientation
- (11) 1070, Individual/Family Service Programs
- (12) 1071, Voting
- (13) 1072, Religious Observance
- (14) 1073, Inmate Grievance Procedure
- (15) 1080, Rules and Disciplinary Penalties
- (16) 1081, Plan for Inmate Discipline
- (17) 1082, Forms of Discipline
- (18) 1083, Limitations on Discipline
- (19) 1200, Responsibility for Health Care Services

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1046. Death in Custody.

(a) Death in Custody Reviews for Adults and Minors.

The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to assure that there is a review of every in-custody death. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

- (b) Death of a Minor
 - In any case in which a minor dies while detained in a jail, lockup, or court holding facility:
 - (1) The administrator of the facility shall provide to the Corrections Standards Authority a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
 - (2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1047. Serious Illness or Injury of a Minor in an Adult Detention Facility.

The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 5. CLASSIFICATION AND SEGREGATION

1050. Classification Plan.

(a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria which will provide for the safety of the inmates and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility.

The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each inmate's classification level, housing restrictions, and housing assignments.

Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign inmates to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about the inmate and from the inmate and shall provide for a channel of appeal by the inmate to the facility administrator. An inmate who has been sentenced to more than 60 days may request a review of his classification plan no more than 30 days from his last review.

(b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and inmates held at the facility. The plan shall include receiving and transmitting of information regarding inmates who represent unusual risk or hazard while confined at the facility, and the segregation of such inmates to the extent possible within the limits of the court holding facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1051. Communicable Diseases.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures which require that all inmates with suspected communicable diseases shall be segregated until a medical evaluation is completed. To determine if such segregation shall be made in the absence of medically trained personnel at the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not

he/she has or has had any communicable diseases or has observable symptoms of communicable diseases, including but not limited to, tuberculosis, other airborne diseases, or other special medical problem identified by the health authority. The response shall be noted on the booking form and/or screening device.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1052. Mentally Disordered Inmates.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all mentally disordered inmates. If an evaluation from medical or mental health staff is not readily available, an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled. An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest. Segregation may be used if necessary to protect the safety of the inmate or others.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code

1053. Administrative Segregation.

Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt the operations of the jail, or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1054. Administrative Removal – Type IV Facility.

In Type IV facilities, the facility administrator shall develop written policies and procedures which provide for the administrative removal of an inmate for the safety and well being of the inmate, the staff, the program, the facility, and/or the general public. Such removal shall be subject to review by the facility administrator on the next business day.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1055. Use of Safety Cell.

The safety cell described in Title 24, Part II, Section 1231.2.5, shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.

In no case shall the safety cell be used for punishment or as a substitute for treatment.

An inmate shall be placed in a safety cell only with the approval of the facility manager, the facility watch commander, or the designated physician. Continued retention in a safety cell shall be reviewed a minimum of every eight hours. A medical assessment shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest. The inmate shall be medically cleared for continued retention every 24 hours thereafter. A mental health opinion on placement and retention shall be secured within 24 hours of placement. Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.

Procedures shall be established to assure administration of necessary nutrition and fluids. Inmates shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1056. Use of Sobering Cell.

The sobering cell described in Title 24, Part II, Section 1231.2.4, shall be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures developed by the facility administrator. Such inmates shall be removed from the sobering cell as they are able to continue in the processing. In no case shall an inmate remain in a sobering cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with section 1213 of these regulations, to determine whether the prisoner has an urgent medical problem. Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1057. Developmentally Disabled Inmates.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation of all developmentally disabled inmates.

The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

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NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1058. Use of Restraint Devices.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a physician. In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.

Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.

Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or the designated physician. Continued retention in restraints shall be reviewed a minimum of every two hours. A medical opinion on placement and retention shall be secured as soon as possible, but no later than four hours from the time of placement. The inmate shall be medically cleared for continued retention at least every six hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than eight hours from the time of placement, to assess the need for mental health treatment.

Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provision to protect the inmate from abuse. In no case shall restraints be used for discipline, or as a substitute for treatment.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1059. DNA Collection, Use of Force.

- (a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.
 - (1) For the purpose of this regulation, the "use of reasonable force" shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.

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- (2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.
- (b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.
- (c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.

NOTE: Authority cited: Section 298.1, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 6. INMATE PROGRAMS AND SERVICES

1061. Inmate Education Plan.

The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an inmate education program. When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources. Such a plan shall provide for the voluntary academic and/or vocational education of both sentenced and non-sentenced inmates. Reasonable criteria for eligibility shall be established and an inmate may be excluded or removed from any class based on sound security practices or failure to abide by facility rules and regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1062. Visiting.

- (a) The facility administrator shall develop written policies and procedures for inmate visiting which shall provide for as many visits and visitors as facility schedules, space, and number of personnel will allow. For sentenced inmates in Type I facilities and all inmates in Type II facilities there shall be allowed no fewer than two visits totaling at least one hour per inmate each week. In Type III and Type IV facilities there shall be allowed one or more visits, totaling at least one hour, per week.
- (b) In Type I facilities, the facility administrator shall develop and implement written policies and procedures to allow visitation for non-sentenced detainees. The policies and procedures will include a schedule to assure that non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.
- (c) The visitation policies developed pursuant to this section shall include provision for visitation by minor children of the inmate.

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NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1063. Correspondence.

The facility administrator shall develop written policies and procedures for inmate correspondence which provide that:

- (a) there is no limitation on the volume of mail that an inmate may send or receive;
- (b) inmate mail may be read when there is a valid security reason and the facility manager or his/her designee approves;
- (c) jail staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Corrections Standards Authority; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate:
- (d) inmates may correspond, confidentially, with the facility manager or the facility administrator; and,
- (e) those inmates who are without funds shall be permitted at least two postage paid letters each week to permit correspondence with family members and friends but without limitation on the number of postage paid letters to his or her attorney and to the courts.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1064. Library Service.

The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1065. Exercise and Recreation.

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program, in an area designed for recreation, which will allow a minimum of three hours of exercise distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.
- (b) The facility administrator of a Type I facility shall make table games and/or television available to inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1066. Books, Newspapers, Periodicals, and Writings.

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. Nothing herein shall be construed as limiting the right of the facility administrator to:
 - (1) exclude any publications or writings based on any legitimate penological interest;
 - (2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity:
 - (3) open and inspect any publications or packages received by an inmate; and
 - (4) restrict the number of books, newspapers, periodicals, or writings the inmate may have in his/her cell or elsewhere in the facility at one time.
- (b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1067. Access to Telephone.

The facility administrator shall develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1068. Access to the Courts and Counsel.

The facility administrator shall develop written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of:

- (a) unlimited mail as provided in Section 1063 of these regulations, and,
- (b) confidential consultation with attorneys.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1069. Inmate Orientation.

(a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program reasonably

understandable to inmates designed to orient a newly received inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

- (1) correspondence, visiting, and telephone usage rules;
- (2) rules and disciplinary procedures;
- (3) inmate grievance procedures;
- (4) programs and activities available and method of application;
- (5) medical services;
- (6) classification/housing assignments; and,
- (7) court appearance where scheduled, if known.
- (b) In Type I facilities, the facility administrator shall develop written policies and procedures for a program reasonably understandable to non-sentenced detainees to orient an inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:
 - (1) rules and disciplinary procedures;
 - (2) visiting rules;
 - (3) availability of personal care items, opportunities for personal hygiene;
 - (4) availability of reading and recreational materials; and,
 - (5) medical/mental health procedures.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1070. Individual/Family Service Programs.

The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery. The range and source of such services shall be at the discretion of the facility administrator and may include:

- (a) individual, group and/or family counseling;
- (b) drug and alcohol abuse counseling;
- (c) community volunteers;
- (d) vocational testing and counseling;
- (e) employment counseling;
- (f) referral to community resources and programs;
- (g) prerelease and release assistance;
- (h) legal assistance; and,
- (i) regional center services for the developmentally disabled.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1071. Voting.

The facility administrator of a Type I (holding sentenced inmate workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters

allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1072. Religious Observance.

The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1073. Inmate Grievance Procedure.

- (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold inmate workers shall develop written policies and procedures whereby any inmate may appeal and have resolved grievances relating to any conditions of confinement, included but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:
 - (1) a grievance form or instructions for registering a grievance;
 - (2) resolution of the grievance at the lowest appropriate staff level;
 - (3) appeal to the next level of review;
 - (4) written reasons for denial of grievance at each level of review which acts on the grievance;
 - (5) provision for response within a reasonable time limit; and,
 - (6) provision for resolving questions of jurisdiction within the facility.
- (b) Grievance System Abuse:

The facility may establish written policy and procedure to control the submission of an excessive number of grievances.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 7. DISCIPLINE

1080. Rules and Disciplinary Penalties.

Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to verbally instruct them or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

1081. Plan for Inmate Discipline.

Each facility administrator shall develop written policies and procedures for inmate discipline which shall include, but not be limited to, the following elements:

- (a) Designation of one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers. Staff so designated shall not participate in disciplinary review if they are involved in the charges.
- (b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.
- (c) Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations. In addition:
 - (1) charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. A violation(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
 - (2) The inmate shall be permitted to appear on his own behalf at the time of hearing.
 - (3) Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.
 - (4) The inmate shall be advised of the action taken by the disciplinary officer by a copy of the record required to kept by Penal Code section 4019.5.
- (d) Nothing in this section precludes a facility administrator from administratively removing any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending disciplinary action or a review as required by section 1054 of these regulations.

1082. Forms of Discipline.

The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:

- (a) Loss of privileges.
- (b) Extra work detail.
- (c) Short term lockdown for less than 24 hours.
- (d) Removal from work details.
- (e) Forfeiture of "good time" credits earned under Penal Code Section 4019.
- (f) Forfeiture of "work time" credits earned under Penal Code Section 4019.
- (g) Disciplinary isolation.
- (h) Disciplinary isolation diet.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1083. Limitations on Disciplinary Actions.

The Penal Code and the State Constitution expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations:

- (a) If an inmate is on disciplinary isolation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary isolation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended.
- (b) The disciplinary isolation cells or cell shall have the minimum furnishings and space specified in title 24, 470A.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in articles 12 and 13 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing or bedding shall be reviewed by the facility manager or designee during each 24 hour period.
- (c) Penal Code section 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates.
- (d) In no case shall a safety cell, as specified in title 24, 470A.2.5, or any restraint device be used for disciplinary purposes.
- (e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in section 1265 of these regulations.
- (f) Food shall not be withheld as a disciplinary measure.
- (g) The disciplinary isolation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.

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(1) In addition to the provisions of section 1247, the facility manager shall approve the initial placement on the disciplinary isolation diet and ensure that medical staff is notified.

- (2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.
- (h) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.
- (i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1084. Disciplinary Records.

Penal Code section 4019.5 requires the keeping of a record of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 8. MINORS IN JAILS

1100. Purpose.

The purpose of this article is to establish minimum standards for local adult detention facilities, types II and III, in which minors are lawfully detained.

Unless otherwise specified in statute or these regulations, minors lawfully held in local adult detention facilities shall be subject to the regulations and statutes governing those facilities found in Minimum Standards for Local Detention Facilities, Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part 1, Section 13-102, and Part 2, Section 470A, California Code of Regulations.

An existing jail built in accordance with construction standards in effect at the time of construction and approved for the detention of minors by the Board shall be considered as being in compliance with the provisions of this article unless the condition of the structure is determined by the Board to be dangerous to life, health or welfare of minors.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1101. Restrictions on Contact with Adult Prisoners.

The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between detained minors and adults confined in the facility.

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.

1102. Classification.

The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:

- (a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the segregation of such minors to the extent possible within the limits of the facility.
- (b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.
- (c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.
- (d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Section 208(c) of the Welfare and Institutions Code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1103. Release Procedures.

Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1104. Supervision of Minors.

The facility administrator shall develop and implement policy and procedures that provide for:

- (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,
- (b) safety checks of minors no less than every 30 minutes on an irregular schedule. These safety checks shall include the direct visual observation of movement and/or skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

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1105. Recreation Programs.

The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and other inmates, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1106. Disciplinary Procedures.

Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, other inmates, staff, the program or community is endangered, pending a disciplinary action or review.

- (a) Minors requiring disciplinary confinement shall be housed only in living areas designated for the detention of minors.
- (b) Permitted forms of discipline include:
 - (1) loss of privileges; and,
 - (2) disciplinary confinement.
- (c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager, and shall not extend beyond five days without subsequent review.
- (d) A status review shall be conducted for those minors placed in disciplinary confinement no less than every 24 hours.
- (e) Prohibited forms of discipline include:
 - (1) discipline that does not fit the violation;
 - (2) corporal punishment;
 - (3) inmate imposed discipline;
 - (4) placement in safety cells;
 - (5) deprivation of food; and,
 - (6) the adult disciplinary diet.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1120. Education Program for Minors in Jails.

Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.

1121. Health Education for Minors in Jails.

The health administrator for each jail, in cooperation with the facility administrator and the local health officer, shall develop written policies and procedures to assure that age- and sex- appropriate health education and disease prevention programs are offered to minors.

The education program shall be updated as necessary to address current health priorities and meet the needs of the confined population.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1122. Reproductive Information and Services for Minors in Jails.

The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure that reproductive health services are available to both male and female minors in jails.

Such services shall include but not be limited to those prescribed by Welfare and Institutions Code Sections 220, 221 and 222 and Health and Safety Code Section 123450.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1123. Health Appraisals/Medical Examinations for Minors in Jails.

When a minor is held in a jail, the health administrator, in cooperation with the facility administrator, shall develop policy and procedures to assure that a health appraisal/medical examination:

- (a) is received from the sending facility at or prior to the time of transfer; and
- (b) is reviewed by designated health care staff at the receiving facility; or,
- (c) absent a previous appraisal/examination or receipt of the record, a health appraisal/medical examination, as outlined in Minimum Standards for Juvenile Facilities, Section 1432, Health Appraisals/Medical Examinations is completed on the minor within 96 hours of admission.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1124. Prostheses and Orthopedic Devices for Minors in Jails.

The health administrator, in cooperation with the facility administrator and the responsible physician shall develop written policy and procedures regarding the provision, retention and removal of medical and dental prostheses, including eyeglasses and hearing aids for minors in jail.

- (a) Prostheses shall be provided when the health of the minor in the jail would otherwise be adversely affected, as determined by the responsible physician.
- (b) Procedures for retention and removal of prostheses shall comply with the requirements of Penal Code Section 2656.

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1125. Psychotropic Medications for Minors in Jail.

The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall develop written policies and procedures governing the use of voluntary and involuntary psychotropic medications for minors.

- (a) These policies and procedures shall include, but not be limited to:
 - (1) protocols for physicians' written and verbal orders for psychotropic medications in dosages appropriate to the minor's need;
 - (2) requirements that verbal orders be entered in the minor's health record and signed by a physician within 72 hours;
 - (3) the length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician;
 - (4) provision that minors who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician;
 - (5) provision that the necessity for continuation on psychotropic mediations is addressed in pre-release planning and prior to transfer to another facility or program; and,
 - (6) provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.
- (b) Psychotropic medications shall not be administered to a minor absent an emergency unless informed consent has been given by the parent/guardian or the court.
 - (1) Minors shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medications.
 - (2) Absent an emergency, minors may refuse treatment.
- (c) Minors found by a physician to be a danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment.
- (d) Administration of psychotropic medication is not allowed for disciplinary reasons.

ARTICLE 9. MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY

1140. Purpose.

The purpose of this article is to establish minimum standards for law enforcement facilities in which minors are securely detained or held in non-secure custody.

Unless otherwise specified in statute or these regulations, minors lawfully held in local adult detention facilities shall be subject to the regulations and statutes governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part 1, Section 13-102, and Part 2, Section 470A, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1141. Minors Arrested for Law Violations.

Any minor taken into temporary custody by a peace officer, on the basis that they are a person described by Section 602 of the Welfare and Institutions Code, may be held in secure detention or non-secure custody within a law enforcement facility that contains a lockup for adults provided that the standards set forth in these regulations are met.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1142. Written Policies and Procedures.

The facility administrator shall develop written policies and procedures concerning minors being held in temporary custody which shall address:

- (a) suicide risk and prevention;
- (b) use of restraints;
- (c) emergency medical assistance and services; and,
- (d) prohibiting use of discipline.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1143. Care of Minors in Temporary Custody.

- (a) The following shall be made available to all minors held in temporary custody:
 - (1) access to toilets and washing facilities;
 - (2) one snack upon request during term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment;
 - (3) access to drinking water; and,
 - (4) privacy during consultation with family, guardian, and/or lawyer.
- (b) In addition to the above, minors placed in locked rooms shall be:

- (1) provided blankets and clothing, as necessary, to assure the comfort of the minor; and,
- (2) permitted to retain and wear his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1144. Contact Between Minors and Adult Prisoners.

The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between detained minors and adults confined in the facility.

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1145. Decision on Secure Detention.

A minor who is taken into temporary custody by a peace officer on the basis that he or she is a person described by Section 602 of the Welfare and Institutions Code may be held in secure detention in a law enforcement facility that contains a lockup for adults if the minor is 14 years of age or older and if, in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure detention set forth in these standards are met. Any minor in temporary custody who is less than 14 years of age, or who does not in the reasonable belief of the peace officer present a serious security risk of harm to self or others, shall not be placed in secure detention, but may be kept in non-secure custody in the facility as long as all other conditions of non-secure custody set forth in these standards are met.

In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:

- (a) age, maturity, and delinquent history of the minor;
- (b) severity of the offense(s) for which the minor was taken into custody;
- (c) minor's behavior, including the degree to which the minor appears to be cooperative or non-cooperative;
- (d) the availability of staff to provide adequate supervision or protection of the minor; and,
- (e) the age, type, and number of other individuals who are detained in the facility.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1146. Conditions of Secure Detention.

While in secure detention, minors may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1147. Supervision of Minors Held Inside a Locked Enclosure.

- (a) Minors shall receive adequate supervision which, at a minimum, includes:
 - (1) constant auditory access to staff by the minor; and,
 - (2) unscheduled safety checks of the minor by staff of the law enforcement facility, no less than every 30 minutes, which shall be documented.
- (b) Males and females shall not be placed in the same locked room unless under constant direct visual observation by staff of the law enforcement facility.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1148. Supervision of Minors in Secure Detention Outside of a Locked Enclosure.

Minors held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than 60 minutes unless no other locked enclosure in available. A staff person from the facility shall be present at all times to assure the minor's safety while secured to a stationary object. Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter, shall be approved by a supervisor. The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the minor and shall be documented.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1149. Criteria for Non-Secure Custody.

Minors held in temporary custody, who do not meet the criteria for secure detention as specified in Section 207.1(d) of the Welfare and Institutions Code, may be held in non-secure custody if a brief period of time is needed to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for transfer of the minor to an appropriate juvenile facility.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1150. Supervision of Minors in Non-Secure Custody.

Minors held in non-secure custody shall receive constant direct visual observation by staff of the law enforcement facility. Entry and release times shall be documented and made available for review. Monitoring a minor using audio, video, or other electronic devices shall never replace constant direct visual observation.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

1151. Intoxicated and Substance Abusing Minors in a Lockup.

Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are intoxicated by any substance, to the extent that they are unable to care for themselves.

Supervision of minors in secure detention who display outward signs of intoxication shall include safety checks no less than once every 15 minutes until resolution of the intoxicated state or release. These safety checks shall be documented, with actual time of occurrence recorded.

Supervision of minors in nonsecure detention who display outward signs of intoxication shall be supervised in accordance with Section 1150.

NOTE: Authority cited: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2 Welfare and Institutions Code.

ARTICLE 10. MINORS IN COURT HOLDING FACILITIES

1160. Purpose.

The purpose of this article is to establish minimum standards for court holding facilities in which minors are held pending appearance in juvenile or criminal court.

Unless otherwise specified in statute or these regulations, minors held in court holding facilities shall be subject to the regulations and statutes governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part I, Section 13-102, and Part 2, Section 470A, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code

1161. Conditions of Detention.

Court holding facilities shall be designed to provide the following:

- (a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.
- (b) Segregation of minors in accordance with an established classification plan.

(c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.

An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Corrections Standards Authority within 90 days.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1162. Supervision of Minors.

A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation of safety checks.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1163. Classification.

The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent a risk or hazard to self or others while confined at the facility, and the segregation of such minors to the extent possible within the limits of the court holding facility, and for the separation of minors from any adult inmate(s) as required by Section 208 of the Welfare and Institutions Code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 11. MEDICAL/MENTAL HEALTH SERVICES

1200. Responsibility for Health Care Services.

(a) In Type I, II, III and IV facilities, the facility administrator shall have the responsibility to ensure provision of emergency and basic health care services to all inmates. Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel.

Each facility shall have at least one physician available to treat physical disorders. In Type IV facilities, compliance may be attained by providing access into the community; however, in such cases, there shall be a written plan for the treatment, transfer, or referral in the event of an emergency.

(b) In court holding and temporary holding facilities, the facility administrator shall have the responsibility to develop written policies and procedures which ensure provision of emergency health care services to all inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1202. Health Service Audits.

The health authority shall develop and implement a written plan for annual statistical summaries of health care and pharmaceutical services that are provided. The responsible physician shall also establish a mechanism to assure that the quality and adequacy of these services are assessed annually. The plan shall include a means for the correction of identified deficiencies of the health care and pharmaceutical services delivered.

Based on information from these audits, the health authority shall provide the facility administrator with an annual written report on health care and pharmaceutical services delivered.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1203. Health Care Staff Qualifications.

State and/or local licensure and/or certification requirements and restrictions apply to health care personnel working in the facility the same as to those working in the community. Copies of licensing and/or certification credentials shall be on file in the facility or at a central location where they are available for review.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1204. Health Care Staff Procedure.

Medical care performed by personnel other than a physician shall be performed pursuant to written protocol or order of the responsible physician.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1205. Medical/Mental Health Records.

- (a) The health authority shall maintain individual, complete and dated health records which shall include, but not be limited to:
 - (1) receiving screening form/history;
 - (2) medical/mental health evaluation reports;
 - (3) complaints of illness or injury;
 - (4) names of personnel who treat, prescribe, and/or administer/deliver prescription medication:
 - (5) location where treated; and,
 - (6) medication records in conformance with section 1216.

(b) The physician/patient confidentiality privilege applies to the medical/mental health record. Access to the medical/mental health record shall be controlled by the health authority or designee.

The health authority shall ensure the confidentiality of each inmate's medical/mental health record file and such files shall be maintained separately from and in no way be part of the inmate's other jail records. The responsible physician or designee shall communicate information obtained in the course of medical/mental health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order.

- (c) Written authorization by the inmate is necessary for transfer of medical/mental health record information unless otherwise provided by law or administrative regulations having the force and effect of law.
- (d) Inmates shall not be used for medical/mental health record keeping.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1206. Health Care Procedures Manual.

The health authority shall, in cooperation with the facility administrator, set forth in writing, policies and procedures in conformance with applicable state and federal law, which are reviewed and updated at least annually and include but are not limited to:

- (a) summoning and application of proper medical aid;
- (b) contact and consultation with private physicians;
- (c) emergency and non-emergency medical and dental services, including transportation;
- (d) provision for medically required dental and medical prostheses and eyeglasses;
- (e) notification of next of kin or legal guardian in case of serious illness which may result in death:
- (f) provision for screening and care of pregnant and lactating women, including prenatal and postpartum information and health care, including but not limited to access to necessary vitamins as recommended by a doctor, information pertaining to childbirth education and infant care, and other services mandated by statute;
- (g) screening, referral and care of mentally disordered and developmentally disabled inmates;
- (h) implementation of special medical programs;
- (i) management of inmates suspected of or confirmed to have communicable diseases;
- (j) the procurement, storage, repackaging, labeling, dispensing, administration/delivery to inmates, and disposal of pharmaceuticals;
- (k) use of non-physician personnel in providing medical care;
- (l) provision of medical diets;
- (m) patient confidentiality and its exceptions;
- (n) the transfer of pertinent individualized health care information, or individual documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time each inmate is transferred and prior notification pursuant to Health and Safety Code Sections 121361 and 121362 for inmates with known or suspected active tuberculosis disease. Procedures for notification to the transferring health care staff shall allow

sufficient time to prepare the summary. The summary information shall identify the sending facility and be in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to provide for continuity of health care. Necessary inmate medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport.

(o) forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution shall not be performed by medical personnel responsible for providing ongoing care to the inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1206.5 Management of Communicable Diseases in a Custody Setting.

- (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of communicable diseases including, but not limited to, tuberculosis and other airborne diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of inmates and staff.
- (b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:
 - (1) the types of communicable diseases to be reported;
 - (2) the persons who shall receive the medical reports;
 - (3) sharing of medical information with inmates and custody staff;
 - (4) medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;
 - (5) medical confidentiality requirements;
 - (6) housing considerations based upon behavior, medical needs, and safety of the affected inmates;
 - (7) provisions for inmate consent that address the limits of confidentiality; and,
 - (8) reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, 7501, and 7552, Penal Code.

1207. Medical Receiving Screening.

With the exception of inmates transferred directly within a custody system with documented receiving screening, a screening shall be completed on all inmates at the time of intake. This screening shall be completed in accordance with written procedures and shall

include but not be limited to medical and mental health problems, developmental disabilities, and communicable diseases, including, but not limited to, tuberculosis and other airborne diseases. The screening shall be performed by licensed health personnel or trained facility staff.

The facility administrator and responsible physician shall develop a written plan for complying with Penal Code Section 2656 (orthopedic or prosthetic appliance used by inmates).

There shall be a written plan to provide care for any inmate who appears at this screening to be in need of or who requests medical, mental health, or developmental disability treatment.

Written procedures and screening protocol shall be established by the responsible physician in cooperation with the facility administrator.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 2656 and 6030, Penal Code.

1207.5 Special Mental Disorder Assessment.

An additional mental health screening will be performed, according to written procedures, on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1208. Access to Treatment.

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration subsequent to the receiving screening. This evaluation shall be performed by licensed health personnel.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code

1209. Mental Health Services and Transfer to Treatment Facility.

(a) The health authority, in cooperation with the mental health director and facility administrator, shall establish policies and procedures to provide mental health services.

These services shall include but not be limited to:

- 1. screening for mental health problems;
- 2. crisis intervention and management of acute psychiatric episodes;
- 3. stabilization and treatment of mental disorders; and,
- 4. medication support services.
- (b) Unless the county has elected to implement the provisions of Penal Code Section 1369.1, a mentally disordered inmate who appears to be a danger to himself or others,

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or to be gravely disabled, shall be transferred for further evaluation to a designated Lanterman Petris Short treatment facility designated by the county and approved by the State Department of Mental Health for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code section 4011.6 or 4011.8 unless the jail contains a designated treatment facility. Prior to the transfer, the inmate may be evaluated by licensed health personnel to determine if treatment can be initiated at the correctional facility. Licensed health personnel may perform an onsite assessment to determine if the inmate meets the criteria for admission to an inpatient facility, or if treatment can be initiated in the correctional facility.

- (c) If the county elects to implement the provisions of Penal Code Section 1369.1, the health authority, in cooperation with the facility administrator, shall establish policies and procedures for involuntary administration of medications. The procedures shall include, but not be limited to:
 - 1. Designation of licensed personnel, including psychiatrist and nursing staff, authorized to order and administer involuntary medication;
 - 2. Designation of an appropriate setting where the involuntary administration of medication will occur;
 - 3. Designation of restraint procedures and/or devices that may be used to maintain the safety of the inmate and facility staff;
 - 4. Development of a written plan to monitor the inmate's medical condition following the initial involuntary administration of a medication, until the inmate is cleared as a result of an evaluation by, or consultation with, a psychiatrist;
 - 5. Development of a written plan to provide a minimum level of ongoing monitoring of the inmate following return to facility housing. This monitoring may be performed by custody staff trained to recognize signs of possible medical problems and alert medical staff when indicated; and
 - 6. Documentation of the administration of involuntary medication in the inmate's medical record.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1210. Individualized Treatment Plans.

- (a) For each inmate treated by a mental health service in a jail, the treatment staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.
- (b) For each inmate treated for a major medical problem in a jail, the treatment staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

1211. Sick Call.

There shall be written policies and procedures developed by the facility administrator, in cooperation with the health authority, which provides for a daily sick call conducted for all inmates or provision made that any inmate requesting medical/mental health attention be given such attention.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1212. Vermin Control.

The responsible physician shall develop a written plan for the control and treatment of vermin-infested inmates. There shall be written, medical protocols, signed by the responsible physician, for the treatment of persons suspected of being infested or having contact with a vermin-infested inmate.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1213. Detoxification Treatment.

The responsible physician shall develop written medical policies on detoxification which shall include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility. The facility detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.

Facilities without medically licensed personnel in attendance shall not retain inmates undergoing withdrawal reactions judged or defined in policy, by the responsible physician, as not being readily controllable with available medical treatment. Such facilities shall arrange for immediate transfer to an appropriate medical facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1214. Informed Consent.

The health authority shall set forth in writing a plan for informed consent of inmates in a language understood by the inmate. Except for emergency treatment, as defined in Business and Professions Code Section 2397 and Title 15, Section 1217, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, or conservatees, the informed consent of parent, guardian or legal custodian applies where required by law. Any inmate who has not been adjudicated to be incompetent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to an inmate.

1215. Dental Care.

The facility administrator shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each inmate, upon request, under the direction and supervision of a dentist, licensed in the state.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1216. Pharmaceutical Management.

- (a) The health authority in consultation with a pharmacist and the facility administrator, shall develop written plans, establish procedures, and provide space and accessories for the secure storage, the controlled administration, and disposal of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to, the following:
 - (1) securely lockable cabinets, closets, and refrigeration units;
 - (2) a means for the positive identification of the recipient of the prescribed medication:
 - (3) procedures for administration/delivery of medicines to inmates as prescribed;
 - (4) confirming that the recipient has ingested the medication or accounting for medication under self-administration procedures outlined in Section 1216(d);
 - (5) that prescribed medications have or have not been administered, by whom, and if not, for what reason;
 - (6) prohibiting the delivery of drugs by inmates;
 - (7) limitation to the length of time medication may be administered without further medical evaluation; and.
 - (8) limitation to the length of time required for a physician's signature on verbal orders.
 - (9) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.
- (b) Consistent with pharmacy laws and regulations, the health authority shall establish written protocols that limit the following functions to being performed by the identified personnel:
 - (1) Procurement shall be done by a physician, dentist, pharmacist, or other persons authorized by law.
 - (2) Storage of medications shall assure that stock supplies of legend medications shall be accessed only by licensed health personnel. Supplies of legend medications that have been dispensed and supplies of over-the-counter medications may be accessed by either licensed or non-licensed personnel.
 - (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.
 - (4) Preparation of labels can only be done by a physician, dentist, pharmacist or other persons, either licensed or non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before

- administration or delivery to the inmate. Labels shall be prepared in accordance with section 4076, Business and Professions Code.
- (5) Dispensing shall only be done by a physician, dentist, pharmacist, or persons authorized by law.
- (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication acting on the order of a prescriber.
- (7) Delivery of medication may be done by either licensed or non-licensed personnel, e.g., custody staff, acting on the order of a prescriber.
- (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with the Drug Enforcement Administration disposal procedures.
- (c) Policy and procedures on "over-the-counter" medications shall include, but not be limited to, how they are made available, documentation when delivered by staff and precautions against hoarding large quantities.
- (d) Policy and procedures may allow inmate self-administration of prescribed medications under limited circumstances. Policies and procedures shall include but are not limited to the following considerations:
 - (1) Medications permitted for self-administration are limited to those with no recognized abuse potential. Medications for treatment of tuberculosis, psychotropic medication, controlled substances, injectables and any medications for which documentation of ingestion is essential are excluded from self-administration.
 - (2) Inmates with histories of frequent rule violations of any type, or who are found to be in violation of rules regarding self-administration, are excluded from self-administration.
 - (3) Prescribing health care staff document that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
 - (4) Provisions are made for the secure storage of the prescribed medication when it is not on the inmate's person.
 - (5) Provisions are made for the consistent enforcement of self-medication rules by both custody and health care staff, with systems of communication among them when either one finds that an inmate is in violation of rules regarding self-administration.
 - (6) Provisions are made for health care staff to perform documented assessments of inmate compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1217. Psychotropic Medications.

The responsible physician, in cooperation with the facility administrator, shall develop written policies and procedures governing the use of psychotropic medications. An inmate

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found by a physician to be a danger to him/herself or others by reason of mental disorders may be involuntarily given psychotropic medication appropriate to the illness on an emergency basis. Psychotropic medication is any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders. An emergency is a situation in which action to impose treatment over the inmate's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impracticable to first gain consent. It is not necessary for harm to take place or become unavoidable prior to treatment.

If psychotropic medication is administered during an emergency, such medication shall be only that which is required to treat the emergency condition. The medication shall be prescribed by a physician in written form in the inmate's record following a clinical evaluation (either in person or by telephone). Verbal orders shall be entered in the inmate's record and signed by the physician within 72 hours. The responsible physician shall develop a protocol for the supervision and monitoring of inmates involuntarily receiving psychotropic medication.

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his or her informed consent in accordance with Welfare and Institutions Code Section 5326.2, or has been found to lack the capacity to give informed consent consistent with the county's hearing procedures under the Lanterman-Petris-Short Act for handling capacity determinations and subsequent reviews.

There shall be a policy which limits the length of time both voluntary and involuntary psychotropic medications may be administered and a plan of monitoring and re-evaluating all inmates receiving psychotropic medications, including a review of all emergency situations.

The administration of psychotropic medication is not allowed for disciplinary reasons.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1219. Suicide Prevention Program.

The facility administrator and the health authority shall develop a written plan for a suicide prevention program designed to identify, monitor, and provide treatment to those inmates who present a suicide risk.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1220. First Aid Kit(s).

First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s). In Court and Temporary Holding facilities, the facility administrator shall have the above approval authority, pursuant to Section 1200 of these regulations.

1230. Food Handlers.

The responsible physician, in cooperation with the food services manager and the facility administrator, shall develop written procedures for medical screening of inmate food service workers prior to working in the facility kitchen. Additionally, there shall be written procedures for education and ongoing monitoring and cleanliness of these workers in accordance with standards set forth in Health and Safety Code, California Retail Food Code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 12. FOOD

1240. Frequency of Serving.

In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to inmates if more than 14 hours pass between meals. Additionally, supplemental food must be served to inmates on medical diets in less than a 14-hour period if prescribed by the responsible physician.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for inmates who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and inmates on medical diets shall be provided with their prescribed meal.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1241. Minimum Diet.

The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 1999-2002 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 1990 California Daily Food Guide, and the 2005 Dietary Guidelines for Americans. Facilities electing to provide vegetarian diets, and facilities that provide religious diets, shall also conform to these nutrition standards. The nutritional requirements for the minimum diet are specified in the following subsections. A wide variety of food should be served.

- (a) Protein Group. Includes beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirement shall be equal to three servings. In addition, there shall be a requirement to serve a fourth serving from the legumes three days a week.
- (b) Dairy Group. Includes milk (fluid, evaporated or dry; nonfat, 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk; and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg. of calcium. All milk shall be pasteurized and fortified with Vitamins A and D. The daily requirement is three servings. For persons 15-17 years of age, or pregnant and

- lactating women, the requirement is four servings. One serving can be from a calcium-fortified food containing at least 250 mg. of calcium.
- (c) Vegetable-Fruit Group. Includes fresh, frozen, dried and canned vegetables and fruits. One serving equals: ½ cup vegetable or fruit; 6 ounces of 100% juice; 1 medium apple, orange, banana, or potato; ½ grapefruit; or ¼ cup dried fruit. The daily requirement of fruits and vegetables shall be five servings. At least one serving shall be from each of the following three categories:
 - (1) One serving of a fresh fruit or vegetable.
 - (2) One serving of a Vitamin C source containing 30 mg. or more.
 - (3) One serving of a Vitamin A source, fruit or vegetable, containing 200 micrograms Retinol Equivalents (RE) or more.
- (d) Grain Group. Includes bread, rolls, pancakes, sweet rolls, ready-to-eat cereals, cooked cereals, corn bread, pasta, rice, tortillas, etc. and any food item containing whole or enriched grains. At least three servings from this group must be made with some whole grains. The daily requirements shall be a minimum of six servings.

Providing only the minimum servings outlined in this regulation is not sufficient to meet the inmates' caloric requirements. Additional servings from the dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to meet caloric requirements. In keeping with chronic disease prevention goals, total dietary fat should not exceed 30 percent of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1242. Menus.

Menus in Type II and III facilities, and those Type IV facilities where food is served, shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Menus shall be approved by a registered dietitian before being used.

If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus, as planned, including changes, shall be evaluated by a registered dietitian at least annually.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1243. Food Service Plan.

Facilities shall have a written food service plan that shall comply with the applicable California Retail Food Code. In facilities with an average daily population of 100 or more, there shall be employed or available, a trained experienced food services manager to prepare and implement a food service plan. In facilities of less than an average daily population of 100 that do not employ or have a food services manager available, the facility administrator shall prepare a food service plan. The plan shall include, but not limited to, the following policies and procedures:

- (a) menu planning;
- (b) purchasing;
- (c) storage and inventory control;
- (d) food preparation;
- (e) food serving;
- (f) transporting food;
- (g) orientation and ongoing training;
- (h) personnel supervision;
- (i) budgets and food cost accounting;
- (j) documentation and record keeping;
- (k) emergency feeding plan;
- (1) waste management; and
- (m) maintenance and repair.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1245. Kitchen Facilities, Sanitation, and Food Storage.

- (a) Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.
- (b) In facilities where inmates prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are (re)heated and served, the following applicable California Retail Food Code standards may be waived by the local health officer:
 - (1) H & S Sections 114130-114141;
 - (2) H & S Sections 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125, if a domestic or commercial dishwasher capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service utensils and multi-service consumer utensils:
 - (3) H & S Sections 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen;
 - (4) H & S Sections 114268-114269; and
 - (5) H & S Sections 114279-114282.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1246. Food Serving and Supervision.

Policies and procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

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1247. Disciplinary Isolation Diet.

- (a) A disciplinary isolation diet which is nutritionally balanced may be served to an inmate. No inmate receiving a prescribed medical diet is to be placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a written plan approved by the physician. Such a diet shall be served twice in each 24 hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. cooked loaf) described below or other equally nutritious diet, along with two slices of whole wheat bread and at least one quart of drinking water if the cell does not have a water supply. The use of disciplinary isolation diet shall constitute an exception to the three-meal-a-day standard. Should a facility administrator wish to provide an alternate disciplinary diet, such a diet shall be submitted to the Corrections Standards Authority for approval
- (b) The disciplinary diet loaf shall consist of the following:
 - 2-1/2 oz. nonfat dry milk
 - 4-1/2 oz. raw grated potato
 - 3 oz. raw carrots, chopped or grated fine
 - 1-1/2 oz. tomato juice or puree
 - 4-1/2 oz. raw cabbage, chopped fine
 - 7 oz. lean ground beef, turkey or rehydrated, canned, or frozen Textured Vegetable Protein (TVP)
 - 2-1/2 fl. oz. oil
 - 1-1/2 oz. whole wheat flour
 - ½ tsp. salt
 - 4 tsp. raw onion, chopped
 - 1 egg
 - 6 oz. dry red beans, pre-cooked before baking (or 16 oz. canned or cooked red kidney beans)
 - 4 tsp. chili powder

Shape into a loaf and bake at 350-375 degrees for 50-70 minutes.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1248. Medical Diets.

The responsible physician, in consultation with the facility administrator, shall develop written policies and procedures that identify the individual(s) who are authorized to prescribe a medical diet. The medical diets utilized by a facility shall be planned, prepared and served with consultation from a registered dietitian. The facility manager shall comply with any medical diet prescribed for an inmate.

The facility manager and responsible physician shall ensure that the medical diet manual, which includes sample menus of medical diets, shall be available in both the medical unit and

the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

Pregnant women shall be provided a balanced, nutritious diet approved by a doctor.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 13. INMATE CLOTHING AND PERSONAL HYGIENE

1260. Standard Institutional Clothing.

The standard issue of climatically suitable clothing to inmates held after arraignment in all but Court Holding, Temporary Holding and Type IV facilities shall include, but not be limited to:

- (a) clean socks and footwear;
- (b) clean outergarments; and
- (c) clean undergarments;
 - (1) for males shorts and undershirt, and,
 - (2) for females bra and two pairs of panties.

The inmates' personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

Clothing shall be reasonably fitted, durable, easily laundered and repaired.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1261. Special Clothing.

Provisions shall be made to issue suitable additional clothing, essential for inmates to perform such special work assignments as food service, medical, farm, sanitation, mechanical, and other specified work.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1262. Clothing Exchange.

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of clothing. Unless work, climatic conditions, illness, or California Retail Food Code necessitates more frequent exchange, outergarments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

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1263. Clothing Supply.

There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the inmate population.

Written policy and procedures shall specify handling of laundry that is known or suspected to be contaminated with infectious material.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1264. Control of Vermin in Inmates Personal Clothing.

There shall be written policies and procedures developed by the facility administrator to control the contamination and/or spread of vermin in all inmates personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1265. Issue of Personal Care Items.

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each female inmate shall be issued sanitary napkins and/or tampons as needed. Each inmate to be held over 24 hours who is unable to supply himself/herself with the following personal care items, because of either indigency or the absence of an inmate canteen, shall be issued:

- (a) toothbrush.
- (b) dentifrice,
- (c) soap,
- (d) comb, and
- (e) shaving implements.

Inmates shall not be required to share any personal care items listed in items "a" through "d." Inmates will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1266. Showering.

There shall be written policies and procedures developed by the facility administrator for inmate showering/bathing. Inmates shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.

1267. Hair Care Services.

- (a) Hair care services shall be available.
- (b) Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to inmates who are considered to be a danger to themselves or others.
- (c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 14. BEDDING AND LINENS

1270. Standard Bedding and Linen Issue.

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;
- (b) one mattress cover or one sheet;
- (c) one towel; and,
- (d) one blanket or more depending upon climatic conditions.

Temporary holding facilities which hold persons longer than 12 hours shall meet the requirements of (a), (b) and (d) above.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1271. Bedding and Linen Exchange.

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed. Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets shall be laundered or dry cleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or dry cleaned at least every three months.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1272. Mattresses.

Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk as referenced in Title 24, Section 2-470A.3.5, Beds. Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors shall be certified by the manufacturer as

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meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses at the time of purchase.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

ARTICLE 15. FACILITY SANITATION AND SAFETY

1280. Facility Sanitation, Safety, and Maintenance.

The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

Medical care housing as described in Title 24, Section 2-470A.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.